

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

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: Colorado Department of Human Services

Street Address: 1575 Sherman Street

City: Denver

State: CO

ZIP Code: 80203

Web Address for Lead Agency: www.colorado.gov/cdhs

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: Reggie

Lead Agency Official Last Name: Bicha

Title: Executive Director

Phone Number: 303-866-3475

Email Address: Reggie.Bicha@state.co.us

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: Erin

CCDF Administrator Last Name: Mewhinney

Title of the CCDF Administrator: Director, Division of Early Care and Learning

Phone Number: 303-866-5946

Email Address: Erin.Mewhinney@state.co.us

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

Street Address:

City:

State:

ZIP Code:

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

CCDF Co-Administrator First Name: Stacey

CCDF Co-Administrator Last Name: Kennedy

Title of the CCDF Co-Administrator: Director, Child Care Quality Initiatives

Description of the role of the Co-Administrator: The Co-Administrator sits within the Division of Early Care and Learning and leads all aspects of the Colorado Child Care Quality Initiatives, including the Colorado Shines Quality Rating and Improvement System.

Phone Number: 303-866-5382

Email Address: Stacey.Kennedy@state.co.us

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

Street Address:

City:

State:

ZIP Code:

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.

- 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.

County departments of human services can determine the following policies:

1. Orientation for new applicants
2. Cooperation with Child Support Services
3. Pre-eligibility determination for county offices
4. Use of Protective Services Child Care
5. Job Search as an eligible activity at application
6. Post-Secondary Education as an eligible activity at application

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.

County departments of human services may set the following policies:

1. The waiving of teen parent(s) co-payments may be granted on a case-by-case basis.
2. Setting a co-payment at five dollars (\$5.00) on a case-by-case basis if the family is experiencing a hardship.

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.

Counties may set the following payment rates:

1. Payment for registration, activity, and transportation fees
2. Payment for absences and holidays above the required State minimum
3. Pay higher reimbursement rates for children with disabilities
4. Pay higher reimbursement rates for non-traditional care hours (evening, overnight, or weekend care)
5. Reimbursement rates for qualified exempt providers
6. Use of slot contract rates

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

Community-based organizations

Other.

Describe

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

CCDF Lead Agency

TANF agency

Other state or territory agency

Local government agencies, such as county welfare or social services departments

Child care resource and referral agencies

Community-based organizations

Other.

Describe

c) Who issues payments?

- CCDF Lead Agency
- TANF agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- 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)).

The Colorado Department of Human Services (CDHS), as the Lead Agency, retains overall responsibility for the administration of the Child Care Development Fund (CCDF) activities and determines basic usage and priorities for CCDF expenditures. The CDHS utilizes extensive data collection and performance measures to gauge progress toward goals such as increasing equal access to high quality child care.

In cases where implementation responsibilities are undertaken by agencies other than CDHS, the resulting formal, written agreement includes a statement of work which outlines tasks to be performed, a schedule for completing tasks, a budget which itemizes categorical expenditures consistent with CCDF requirements, and indicators or metrics to assess performance.

The CDHS conducts monitoring to ensure that all agencies through which programs are administered operate according to the rules established for the program and to ensure that contractors and subrecipients comply with the approved Colorado CCDF State Plan and all Federal requirements. Fiscal monitoring is also conducted to ensure the expenditure of funds by subrecipients and contractors are in accordance with 75 CFR parts 351 and 353.

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 Colorado Department of Human Services (CDHS) maintains code base repositories for the system development (custom code) developed on the software-as-a-service products used for CCDF funded technology systems. Additionally, developer tools can enable a local system copy to be produced for sharing that also reflects configuration on products that did not require code. Upon request, both code bases and local copies may be produced to share with public agencies.

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.

The Colorado Department of Human Services (CDHS) maintains a Data Stewards Workgroup charged with monitoring the data governance maturity of offices within the agency. As part of their responsibilities, the group oversees the development of data sharing agreements and ongoing revisions to agreement standards which define the allowable disclosure of shared data.

This programmatic governance is also paired with the State policy set by the Governor's Office of Information Technology on IT system access control, security standards, and alignment with NIST/PCI standards.

Lastly, based on new guidance from the U.S. Department of Health and Human Services, Office of Civil Rights, HIPAA covered entities are required to protect all personally-identifiable information like personal health information. As a result, the CDHS is in the process of reviewing and revising all data sharing agreements to meet these stricter standards for the disclosure and use of child and family data. Data sharing agreements stipulate pertinent federal and state policies that protect use of shared data. If shared data is not already aggregated, these agreements additionally define conditions for de-identification and review before aggregate results may be shared beyond the receiving party.

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)(1)(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.

Consultations were conducted with county departments of human services through the Early Childhood Policy Advisory Sub-Committee (Sub-PAC). Consultative topics included requirements in the State Plan that have a direct impact on the Colorado Child Care Assistance Program (CCCAP), Colorado's child care subsidy program. Specifically, the Market Rate Survey was addressed in order to strategize ways to ensure a strong response rate that is representative of the universe of child care programs in Colorado to ensure equal access. The Early Childhood Sub-PAC addresses human services policy issues throughout the year. As such, ongoing discussion will occur as the need for policy changes arise during the plan period.

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

Consultations were completed with the Early Childhood Leadership Commission (ECLC), the State Advisory Council for Colorado. The Commission's scope is to align, coordinate and improve the efficiency of programs and services for all early childhood programs in the state. During the consultation, the Colorado Department of Human Services (CDHS)

presented on the current disaster preparedness plan for the child care system, the Early Learning and Development Guidelines and the Market Rate Survey models that have been utilized the last two cycles. The ECLC identified the process under which these three important facets of the Colorado CCDF State Plan will be regularly reviewed and identified other stakeholder groups that should be involved as these are updated throughout the plan period.

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.

Consultation meetings were held with the Ute Mountain Ute and Southern Ute Tribes of Colorado. The consultation focused on areas of the State Plan that address issues identified as critical to the tribal communities, including high staff turnover, access to training, high cost of living, and low wages. Additionally, the consultation addressed the universal need for social emotional and behavioral health supports and training for both staff, families, and children.

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

No other entities were formally consulted on the CCDF 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. 04/26/2018

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)).
04/06/2018

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.

The information was shared with stakeholders by e-mail. Additionally, information was posted on the Colorado Department of Human Services (CDHS), Office of Early Childhood website (<http://coloradoofficeofearlychildhood.force.com/oec?lang=en>).

d) Hearing site or method, including how geographic regions of the state or territory were addressed. Two in-person public hearings, one in the Denver metro area and one on the western slope were held. Additionally, a webinar was broadcast statewide.

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.)
The content of the draft Colorado CCDF State Plan was made available on the Office of Early Childhood website for 60 days. Hard copies were available upon request.

f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? Information provided by the public was considered and integrated, as appropriate, into the Colorado CCDF State Plan.

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://coloradoofficeofearlychildhood.force.com/oec/OEC_Resources?p=Resources&s=StatePlans&lang=en

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:

The Colorado CCDF State Plan and major plan amendments are made available to relevant advisory committees through ongoing participation in these committees.

Working with child care resource and referral agencies.

Describe:

Child Care Resource and Referral agencies receive notification through ongoing communication from the Lead Agency.

Providing translation in other languages.

Describe:

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

Describe:

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

Describe:

All licensed child care programs, provider groups, parent groups, other State Departments, Early Childhood Councils, county departments of human services, county commissioners and other stakeholders receive notification through the mail.

Other.

Describe:

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:](#)

Coordination with county departments of human services occur monthly through the Policy Advisory Committee (PAC) and the Early Childhood Sub-PAC. Coordination revolves around a variety of early childhood topics including policies that have a direct impact on the Colorado Child Care Assistance Program (CCCAP), Colorado's child care subsidy program, and child care quality and access.

- [\(REQUIRED\) State Advisory Council on Early Childhood Education and Care \(or similar coordinating body\) \(pursuant to 642B\(b\)\(1\)\(A\)\(i\) of the Head Start Act\).](#)

[Describe the coordination goals and process:](#)

Coordination with the State Advisory Council, the Early Childhood Leadership Commission, occurs regularly through bi-monthly meetings and sub-committee meetings. The Director of the Commission is also embedded within the Colorado Department of Human Services, Office of Early Childhood, which helps to facilitate additional coordination throughout the year. Coordination goals include interagency effort to improve the status of the early childhood workforce based on CCDF related goals noted within the Early Childhood Workforce 2020 Plan and working on a comprehensive strategy to address parent engagement and communication.

- [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:](#)

Coordination meetings occur with the Indian tribes in Colorado on an as needed basis as determined by the tribes or tribal organizations. The tribal liaison located within the Colorado Department of Human Service meets regularly with the tribal organizations and informs the Office of Early Childhood of tribal concerns. Coordination goals revolve around providing access to resources and technical assistance regarding: 1) background checks; 2) pre-licensing training (formal licensing and/or qualified exempt); and, 3) Emergency Preparedness Plan. Goals of the most recent coordination meetings with the Ute Mountain Ute Tribe and Southern Ute Tribe included aligning background check processes. The two tribes are working together to standardize the background check process and how information is shared between the tribes. Through this process, tribal leadership wants to ensure families understand

and have confidence that the child care settings at both reservations uphold similar health and safety standards. The Colorado Department of Human Services (CDHS) plans to offer technical assistance to the tribes in these areas and provide ongoing coordination and support throughout the plan period upon request.

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:

Coordination with Early Intervention Colorado (Part C of IDEA) within the Colorado Department of Human Services, Office of Early Childhood includes goals related to consumer education and professional development. Training modules regarding best practice for developmental screening are developed and updated in partnership with the Early Intervention Colorado (Part C) program and made available on the Colorado Shines Professional Development Information System (PDIS).

Additionally, the Early Intervention Colorado team recently developed the Early Intervention Fundamental training series. These modules will be reviewed to determine content that is appropriate for county department of human services staff that support the intake and eligibility processes for the Colorado Child Care Assistance Program (CCCAP), Colorado's child care subsidy program.

Coordination goals with the P-3 Office within the Teaching and Learning Unit at the Colorado Department of Education include supporting training development for professionals working with children at-risk and those with special needs to address social emotional development and learning, trauma informed care, challenging behavior/suspension and expulsions, and implicit bias. Additionally, there is a goal to develop a guidance document for providers to determine the best possible programming and layering of funding for children who are at-risk.

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

[Describe the coordination goals and process:](#)

Coordination meetings are held with the director for Head Start State Collaboration regularly. The following coordination goals have been identified: 1) Facilitate communication to encourage the layering of funds, including parent fees, between child care subsidy, Head Start, preschool special education, and the Colorado Preschool Program so that families have access to full day/full year calendar services. Federal resources, such as the National Center for Quality Assurance and the National Center on Child Care Subsidy for Innovation and Accountability, may inform this content. The resulting guidance will be incorporated into consumer education materials to ensure families and the general public are informed. This information will also be considered for an online self-paced e-learning training module on the Colorado Shines Professional Development Information System (PDIS).; 2) Colorado Child Care Assistance Program (CCCAP) eligibility - Continue to reinforce and clarify the alignment of the 12-month eligibility with the Head Start enrollment period to ensure both providers and families are aware of this rule so that families will benefit from access and continuity of care. 3) Early Learning and Development Guidelines - Ensure the Colorado Early Learning and Development Guidelines align with Head Start. In April 2017, a crosswalk was conducted to ensure alignment with the Head Start Early Learning Outcome framework. While it was determined that the two resources are still aligned, recommendations were developed to inform the refresh of the guidelines based on new research and data; 4) Colorado Shines Quality Rating and Improvement System (QRIS) - The Colorado Department of Human Services, Office of Early Childhood will continue to coordinate with the director for Head Start state collaboration to address Alternative Pathway and the process to review Head Start program level information to flag new programs and programs that are in the designation renewal system.

- [\(REQUIRED\) State agency responsible for public health, including the agency responsible for immunizations.](#)

[Describe the coordination goals and process:](#)

Coordination with the Colorado Department of Public Health and Environment revolves around goals related to child care rules regulated by both departments. Specifically, goals and processes to address immunization requirements and how the length of the grace period reasonably supports the enrollment of children experiencing homelessness. Section 725 of Subtitle VII-B of the McKinney-Vento Act (42 U.S.C.

11434a), defines homeless children and youths as those who lack a fixed, regular, and adequate nighttime residence. In Colorado, the grace period for children experiencing homelessness for meeting school-entry immunization requirements is 90 days, as established by the Colorado Board of Health. While inspections include a review of immunization records to ensure requirements are being met, the two agencies will continue to work to determine whether additional technical assistance or training is needed in this area.

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

Describe the coordination goals and process:

Coordination with the Colorado Department of Labor and Employment revolves around goals related to Colorado's Early Childhood Workforce. Specifically, goals and processes to: 1) Explore various workforce approaches to address identified local workforce needs, such as sector partnerships, work-based learning, and two-generation strategies; 2) Engage with local workforce councils in determining local workforce demand for early childhood workers; and, 3) Encourage the inclusion of early childhood issues in local workforce operation plans and later with the state workforce plan.

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

Describe the coordination goals and process:

Coordination with the P-3 Office within the Teaching and Learning Unit at the Colorado Department of Education include the following goals: 1) Development of a finance guidance document to clarify funding and program requirements between State funded Preschool (Colorado Preschool Program and Preschool Special Education (Section 619)), Early Head Start/Head Start and the Colorado Child Care Assistance Program (CCCAP), Colorado's child care subsidy program; and 2) Increasing the number of programs that receive Colorado Preschool Program funding that are at high quality levels (Levels 3-5) within the Colorado Shines Quality Rating and Improvement System.

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

[Describe the coordination goals and process:](#)

Child Care Licensing is housed at the Colorado Department of Human Services, Office of Early Childhood. Close coordination is an ongoing priority between the Colorado Child Care Assistance Program (CCCAP), Child Care Licensing and Child Care Quality Initiatives. The goal of this coordination is to create streamlined supports and services for customers (including children and families) and to ensure that child care licensing supports quality improvement efforts, such as providing guidance to those providers pursuing a Level 2 quality rating level.

- [\(REQUIRED\) 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 Office of Early Childhood coordinates with the Child and Adult Care Food Program (CACFP) located in the Colorado Department of Health and Environment to expand the use of the program in both licensed home and center providers through better communication and education efforts.

- [\(REQUIRED\) 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:](#)

Coordination with the McKinney-Vento state coordinator focuses on providing increased access to child care and coordination between state and local organizations for children and families experiencing homelessness in Colorado. Strategies include: 1) Strengthening connections for families experiencing homelessness with infants and toddlers to services; 2) Evaluating and strengthening trainings for CCCAP case workers working with families experiencing homelessness; 3) Reevaluate policies to incorporate the needs of homeless parents relative to engaging in job search, employment or training, in order to establish a stabilization period necessary for families to engage in eligible activities and provide required documentation.

- [\(REQUIRED\) State/territory agency responsible for the Temporary Assistance for Needy Families program.](#)

[Describe the coordination goals and process:](#)

Coordination goals with the Division of Employment and Benefits at Colorado

Department of Human Services, which oversees the TANF program, include: alignment of rule and policy to ameliorate the eligibility and referral process for families participating in TANF and the Colorado Child Care Assistance Program (CCCAP); and outreach to the broader TANF-enrolled population to ensure they are applying for the Colorado Child Care Assistance Program . Specifically, consumer education and resource and referral efforts are working better for TANF and basic cash assistance (BCA) eligible families, however, opportunities still exist in the broader TANF enrolled population. As a shared goal, the Divisions of Early Care and Learning and Employment and Benefits plan to build on work conducted by a third party consultant that analyzed the referral and application process for families who are TANF eligible and BCA eligible. Information from this analysis was used to simplify categorical eligibility reporting requirements so that the application becomes more of an interface between programs.

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

Describe the coordination goals and process:

The Office of Early Childhood at CDHS and the Department of Health Care, Policy and Finance, which oversees the Medicaid and Children's Health Insurance Program (CHIP), meet regularly through the Early Childhood Policy Advisory Subcommittee, where intersections of policy and procedures for both programs are addressed. Goals include strengthening consumer education around Medicaid and CHIP and outreach to early childhood professionals who may be eligible for Medicaid and/or CHIP.

(REQUIRED) State/territory agency responsible for mental health

Describe the coordination goals and process:

The Early Childhood Mental Health Unit is located at the Colorado Department of Human Services, Office of Early Childhood. Coordination focuses on increasing access to mental health consultations for child care providers and families as well as increased access to trainings for providers on social-emotional development and challenging behaviors. Specific activities include a dedicated website, earlychildhoodmentalhealthco.org, as an early childhood mental health resource for providers. Website content include printable materials and videos that address mental health related topics (stigma, asking for help, etc.). In addition to resources, this website includes educational materials to inform providers who are interested in being

connected with early childhood mental health consultants. These materials include Early Childhood Mental Health Consultation 101 and training modules developed through the Early Childhood Mental Health Foundations to address social emotional development. In addition, an upcoming study will survey providers, focus groups for parents, and focus groups for teachers who have experienced children with challenging behaviors. Results will inform a baseline for Colorado. Finally, during this upcoming plan period, mental health consultants will develop templates that relate to the suspension and expulsion policy to help programs meet the licensing requirements and have appropriate program level policies to ensure that there is consistent, meaningful language and to reinforce effective parent/provider partnerships.

- (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:](#)

Coordination meetings occur regularly with the Early Childhood Professional Development Team located within the Educator Talent Office at the Colorado Department of Education. These meetings address the following: 1) Workforce Qualifications and Professional Development, 2) the Early Childhood Competencies Framework (Colorado's Competencies for Early Childhood Educators and Administrators) and the development of statewide progression of credentials and degrees aligned with the Early Childhood Competencies; and 3) the development and integration of the Colorado Shines Professional Development Information System (PDIS), Colorado's workforce registry and learning management system for early childhood professionals, to support Level 2; and, 4) the scoring of the Workforce Qualifications and Professional Development quality indicator of the Colorado Shines Quality Rating and Improvement System.

Coordination meetings with local child care resource and referral agencies are held every other month. Coordination goals include supporting the recruitment and retention of qualified professionals and programs, particularly in areas considered to be child care deserts.

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

Describe the coordination goals and process:

Coordination goals established with the Colorado Afterschool Partnership (CAP) include improving access for school-age providers to a variety of professional development trainings, maximizing the use of Colorado's Professional Development Information System, as well as mixed-delivery trainings. The CDHS is also partnership with CAP to provide baseline data for a statewide needs assessment on school-age care.

(REQUIRED) Agency responsible for emergency management and response.

Describe the coordination goals and process:

The Child Care Licensing Unit at the Colorado Department of Human Services (CDHS), Office of Early Childhood regularly coordinates with the CDHS Emergency Manager who coordinates with the Colorado Office of Homeland Security and the Governor's Office. The Child Care Licensing Unit also works with the Emergency Manager at the Office of Emergency Preparedness and Response at the Colorado Department of Public Health and Environment (CDPHE), the Pediatric Disaster Coordinator for the Office office of Emergency Preparedness at CDPHE and the Community Health and Safety Inclusion Coordinator also at the Colorado Department of Public Health and Environment, to ensure awareness and appropriate implementation for the Disaster Preparedness and Response Plan.

On an annual basis, the State Advisory Council, the Early Childhood Leadership Commission (ECLC), is informed of updates and communication strategies. Representatives from CDHS are also a part of the CDPHE Community Inclusion workgroup and participate in the CDPHE Office of Emergency Preparedness and Response Functional exercises. Ongoing participation will continue throughout the duration of the plan to ensure appropriate coordination and communication strategies are in place and implemented when deploying emergency management procedures.

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

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

Describe

Intersection with the higher education community is occurring through various workgroups focused on the Early Childhood Professional credential.

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

Describe

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

Describe

The Maternal and Child Home Visitation programs are located within the Office of Early Childhood at the Colorado Department of Human Services. Coordination goals include assessing the ways in which components of the Home Visiting model as well as the HIPPPY model can be incorporated to support improved provider-child-parent interaction at licensed home and license-exempt providers.

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

Describe

- State/territory agency responsible for child welfare.

Describe

- 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))?

No (If no, skip to question 1.5.2)

Yes. If yes, describe at a minimum:

a) How you define "combine"

The Colorado Department of Human Services, Office of Early Childhood allows for the "combination" or layering of Head Start and Child Care Development Funds at the county level. County departments of human services have the option to pay full-time rates in order to maximize access, full-day services and quality alignment for dually enrolled children.

b) Which funds you will combine

County departments of human services are encouraged to allow the blending of Head Start and Child Care Development Funds by authorizing based on the child's need for care regardless of the child's Head Start or Early Head Start enrollment status, in order to provide seamless services to children dually enrolled in these programs.

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

To increase access and full-day comprehensive services for dually enrolled children in Head Start and the Colorado Child Care Assistance Program.

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

County departments of human services will authorize Child Care Development Funds to cover full-day tuition for dually enrolled children.

e) How are the funds tracked and method of oversight

The Colorado Department of Human Services Child Care Automated Tracking System (CHATS) will track dually enrolled children in Head Start/Early Head Start and the

Colorado Child Care Assistance Program (CCCAP), Colorado's child care subsidy program.

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:

County share of Colorado Child Care Assistance Program (CCCAP) expenditures are used to meet the MOE requirements. State funding from the Colorado Department of Education Colorado Preschool Program and Early Childhood Special Education are used to meet CCDF matching requirements.

-- If known, identify the estimated amount of public funds that the Lead Agency will receive: \$ 8,985,901.00

- 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:

Michael Burke, Senior Director of Accounting and Financial Reporting, Mile High United Way, 711 Park Avenue West, Denver, Colorado 80205. Funds from Mile High United Way are provided directly to licensed child care facilities for CCDF-eligible population.

-- If known, identify the estimated amount of private donated funds that the Lead Agency will receive: \$ 1,000,000.00

- 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): 3%

-- 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:

The percentage is less than 10 percent of the matching fund requirement.

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the matching funds requirement: \$ 2,000,000.00

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

The Colorado Department of Human Services works with the Colorado Preschool Program to address issues such as layering of funding to ensure families accessing

part-time preschool programs have the ability to access child care subsidy funding to accommodate full-day care.

- 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): 0

-- 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: \$ 0

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)).

State Level Public-Private Partnerships

Early Childhood Leadership Commission

The Early Childhood Leadership Commission (ECLC) was established in 2010 through Colorado Senate Bill 10-195 to "promote the coordination of policies and procedures that affect the health and well-being of Colorado children." The ECLC was reauthorized in 2013, and then again in 2017 by HB17-1106, which extended the ECLC in statute through 2023. The ECLC serves as Colorado's State Advisory Council for early childhood, per the federal Head Start Act, and provides recommendations to the General Assembly, the Governor's Administration, and the state agencies that interact with early childhood systems and supports . Through data gathering, policy development and community engagement, the ECLC has worked to advance all domains of the Early Childhood Colorado Framework: Family Support and Education, Health and Well-Being, and Learning and Development.

The ECLC consists of 20 Commissioners representing a full spectrum of advocates and leaders, including parents, early childhood professionals, Head Start, school districts, local municipalities, foundations, nonprofits, businesses and five state departments: Education, Health Care Policy and Financing, Higher Education, Human Services, and Public Health and Environment.

Statutory duties of the ECLC include advising the Colorado Department of Human Services, Office of Early Childhood; identifying opportunities for, and barriers to, the alignment of standards, rules, policies, and procedures across programs and agencies that support young children; and assisting public and private agencies in coordinating efforts on behalf of pregnant women and children, including securing funding and additional investments for services and supports for children and their families.

The ECLC has three subcommittees: Program Quality and Alignment; Data; and Communications. The Program Quality and Alignment Subcommittee addresses the coordination of state standards, rules, policies and procedures across programs and

agencies. There are three working groups that report to the Program Quality and Alignment Subcommittee, focusing on 1) Early Childhood Professional Development, 2) advancing the Colorado Early Childhood Framework through an interactive website, and 3) Young Child Wellness Council/Project LAUNCH support and oversight. Evaluation and advocacy for appropriate collection and use of data is addressed within the Data Subcommittee. The Communications Committee supports the strategic communication plan to reinforce the importance of early childhood and why quality matters during the early years.

County Level Public-Private Partnerships

Colorado Department of Human Services Policy Advisory Committee

The Colorado Department of Human Services Policy Advisory Committee (PAC) addresses human services policy issues through collaboration, cooperation and effective communication between the state and counties to improve the delivery of services for children, families and adults across the state of Colorado. The Committee submits recommendations to the Executive Director of the Colorado Department of Human Services (CDHS).

The Early Childhood Sub-PAC advises and makes recommendations for the following:

1. Continued review of the State rules to ensure alignment with Child Care Development Block Grant Re-authorization requirements.
2. Development of policies and procedures to reduce fraudulent use of Child Care Development Block Grant funds.
3. Increased county-level access to data collected and used by the CDHS.
4. Local implementation of the Colorado Shines Quality Rating and Improvement System.
5. Alignment and sustainability of state and federally funded programs for child development, child care and other early childhood education programs and services.

Early Head Start Partnership Grants

Early Head Start partnership grants have been awarded to five grantees in Colorado, serving partnership programs in multiple counties throughout the state. Each partnership grantee has identified their own goals and methods of reaching the overarching goals of improving quality, leveraging resources and increasing the number of early learning placements for infants and toddlers. The partnerships include both family child care homes and centers. Most partnerships expect to exceed the 25% minimum grant requirement for shared enrollees with the Colorado Child Care Assistance Program (CCCAP), Colorado's child care

subsidy program. It's anticipated that the partnerships will develop best practices for dually enrolled children, increase infant and toddler capacity and support high quality environments for children.

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?

To ensure efficient and effective delivery of child care information and resources to families and programs, Colorado utilizes a regional resource and referral network.

These agencies:

1. Provide families with information on a full range of child care options in their local area or region, including enhanced referrals to families with unique needs, children with special health and behavioral concerns, and additional resources for families at risk to ensure families have the information to make informed choices regarding the services that best suit their needs.
2. Work directly with families who receive child care subsidies to offer the families support and assistance in making an informed decision about child care options in an effort to ensure families are enrolling their children in the most appropriate child care setting to suit their needs and that is of high quality, as determined by the Colorado Shines Quality Rating and Improvement System.
3. Collect data and provide information on the coordination of services and supports including services provided through the Individuals with Disabilities Education Improvement Act (IDEA) for children with disabilities.
4. Recruit new licensed providers, particularly in areas of the state that have been identified as child care deserts.
5. Collect data and provide information on the supply of and demand for child care

services in local areas of the State.

6. Work to develop 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 Colorado.

7. Provide technical assistance and resources to eligible child care programs, through a bi-annual contact, to ensure optimal awareness and engagement in statewide initiatives, such as the Colorado Shines Quality Rating and Improvement System, Professional Development Information System, and Colorado Child Care Assistance Program (CCCAP).

8. Coordinate their activities with the activities of the Colorado Department of Human Services, Office of Early Childhood and/or local agencies that implement Child Care and Development Fund activities.

9. Adhere to the requirements of the Colorado Child Care Disaster Plan.

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

All child care resource and referral activities are secured through contract. A statewide, centralized call center supports the resource and referral activities for families. Local agencies support all other services offered through the child care resource and referral system. These services are supported by sixteen agencies. The Colorado Department of Human Services coordinates the statewide network through the Office of Early Childhood, Division of Early Care and Learning.

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)(1)(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 Disaster Preparedness and Response Plan for Colorado includes coordination between the Office of Emergency Preparedness and Response at the Colorado Department of Public Health and Environment, the Emergency Manager for the Colorado Department of Human Services, Child Care Licensing in the Office of Early Childhood, and Child Care Resource and Referral agencies and Early Childhood Councils. Membership of the Early Childhood Leadership Commission, Colorado's State Advisory Council, are consulted and updated on the emergency preparedness coordination activities and statewide child care disaster plan. The Child Care Licensing unit at the Colorado Department of Human Services (CDHS) regularly coordinates with the Emergency Manager at the Office of Emergency Preparedness and Response at the Colorado Department of Public Health and Environment (CDPHE), to ensure awareness and appropriate implementation for children in child care within the Disaster Preparedness and Response Plan. Several webinars and meetings were held with the child care resource and referral agencies discussing how the state and local resource and referral agencies can better coordinate efforts. The CDHS is collaborating with the Colorado Department of Public Health and Environment (CDPHE) to introduce and create partnerships with the Health Care Coalitions and the local Child Care Resource and Referral agencies and Early Childhood Councils. This will enable the two agencies to coordinate efforts during an emergency or disaster situation.

Child care facilities are now included on the CDPHE Community Inclusion Mapping, which contains the GIS location for each Colorado child care facility. The map also includes the service areas for Early Childhood Councils and Child Care Resource and Referral agencies. This map is updated annually, however, in an emergency, the Inclusion Map can be updated in less than five minutes. This allows the Office of Emergency Preparedness and Response to direct first responders or local authorities to licensed child care facilities and allows agencies and responders to see the corresponding service areas for Child Care Resource and Referral agencies and Early Childhood Councils. To further strengthen to collaboration

and coordination, representatives from CDHS participate in the CDPHE Community Inclusion workgroup and the CDPHE Office of Emergency Preparedness and Response Functional exercises.

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 Colorado Department of Human Services (CDHS), Office of Early Childhood coordinates the issuance of emergency waivers (which include child care licensing staff and child care subsidy notifications) for any affected child care facilities within the area or facilities outside of the disaster area. The CDHS works with the Colorado Child Care Assistance Program (CCCAP), Colorado's child care subsidy program, to coordinate with the counties to ensure that the change of fiscal agreements and parental approvals are changed to the new facility. These waivers allow children and families to return to a normal child care routine and for parents to return to work.

In larger scale emergencies, local partners, such as the child care resource and referral agencies and Early Childhood Councils, are utilized to coordinate communication between the Office of Early Childhood and providers, assist providers with locating temporary locations and assisting families with finding alternative care. Examples of emergency waivers include the relocation of a child care facility to a temporary location, accepting enrollments which exceed capacities or are outside of the licensed ages, creating multi-age cohort models of classrooms during an epidemic event or allowing a child care facility to operate outside of the normal business hours.

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

After an emergency or during disaster recovery, the Colorado Department of Human

Services (CDHS), Office of Early Childhood works with the CDHS Emergency Manager, Colorado Department of Public Health and Environment Office of Emergency Preparedness and Response and local public health departments to coordinate efforts at all levels to ensure children and families are able to find care as soon as possible and that those affected child care facilities can begin the process of cleaning up, rebuilding, and/or finding a temporary or permanent new location. The Colorado Child Care Assistance Program (CCCAP) is co-located within the Office of Early Childhood and coordination to ensure the continuity of child care subsidy for families occurs at both the state and local level. The Office of Early Childhood also coordinates locally with Child Care Resource and Referral agencies.

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:

All child care facilities are inspected annually and the emergency plans and procedures are reviewed by licensing staff. Providers must take the FEMA disaster planning training to help inform their plans and are encouraged to work with their local authorities in developing their plan and at a minimum, introduce their childcare facility to the local agencies. All childcare facilities are required to have a comprehensive, written plan/procedure that addresses evacuation; relocation, shelter in place, lockdown, communication with and reunification with families, continuity of operations and accommodations for infants/toddlers/children with disabilities and children with chronic medical conditions. If a child care facility is cited for failing to have a completed plan, the facility must respond, in writing, to the violation(s) and include the plan for review as part of their compliance plan.

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):

All child care facilities are inspected annually and as a part of the inspection, licensing staff review staff and volunteer files to observe documentation/certification that childcare staff and volunteers have been trained in emergency preparedness. All childcare facilities are required to maintain written documentation of all practice drills as required. If a childcare facility is cited for failing to have training or documentation of drills, the facility must respond in writing with a complete plan of compliance, including verification that staff and volunteers have been trained and drills are practiced and documented in writing.

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

http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Support-Resources-and-Guides&lang=en

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
- Lead Agency accepts applications at local community-based locations
- Bilingual caseworkers or translators available
- Bilingual outreach workers
- Partnerships with community-based organizations

Other.

Describe:

Over-the-phone interpretation using a language line service.

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
- 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:

Parents can make a complaint about child care providers by calling 303-866-5958 Monday through Friday between 8 a.m. and 5 p.m. In cases where parents are calling outside of business hours, they may leave a message and are asked to include name, telephone number and mailing address. The caller will receive a call back if the investigator needs more specific information about the complaint, if the investigator received contradictory or unclear information during the investigation, and to receive information regarding the results of the investigation. Colorado requires that a witness or someone who has first-hand knowledge of the abuse must make the complaint. An anonymous complaint can be made only if the complaint is about an unlicensed child care provider. All parent and child information is kept confidential.

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:

A substantiated parental complaint is where the investigating party has found a preponderance of evidence to support the complaint. The Colorado Department of Human Services, Office of Early Childhood, investigates parental complaints that involve a licensed facility and do not include allegations of child abuse and neglect. Parental complaints that include allegations of abuse and neglect against facilities that are either licensed or providing illegal care occur in coordination with the Office of Children, Youth and Families, Division of Child Welfare.

County departments of human services conduct substantiated complaints for legally exempt providers locally. Parental complaint records for legally exempt providers receiving CCDF are maintained locally based on county policy.

Complaint timeframes for investigation are based on the severity of the allegations. The

frequency of monitoring visits are determined based on the severity of the complaint and the licensing history of the provider.

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:

Colorado utilizes the same process for screening, substantiating and responding to complaints for non-CCDF providers as it does for CCDF providers.

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

The Colorado Department of Human Services retains records of substantiated parental complaints for illegal care, child abuse, or licensing violations on an imaging system. These records do not have an expiration date. County departments of human services retain records of substantiated parental complaint for legally exempt providers receiving CCDF based on county policy.

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:

Licensing reports of inspection (ROI), complaints made against the program, investigations following child abuse/neglect assessments (stage II), investigations of reported injuries at the program and actions impacting the status of the program license (adverse action) are all available on the Colorado Shines website (www.coloradoshines.com) and display within the program search results. This information is also made available through a Colorado Open Records Act (request).

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

C.R.S. 26-6-108.5 (2) and (3), 7.701.55 12 CCR 2509-8, Child Care Licensing Standard Operating Procedures C-1 through C-6

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 Colorado Department of Human Services, Office of Early Childhood maintains two consumer friendly websites for families, child care providers, early childhood professionals, and other stakeholders interested in statewide efforts for early care and learning:..

www.coloradoshines.com and www.coloradoofficeofearlychildhood.com. These websites include user-based navigation and an optimized search-engine, allowing for more intuitive access to information. Additionally, a site search function is incorporated into the Office of Early Childhood to aid site navigation. Finally, the sites utilize plain-language accessible to users at various reading levels.

Both websites provide pathways to search for child care providers, with Coloradoshines.com focusing on quality child care searches and the other tool, the "Child Care Facility Search," providing information on the licensing history (violations, inspection dates) of providers. These searches are combined and hosted at coloradoshines.com. Consumer-friendly guidance is integrated within each section of the search result to help users read reports of inspection and understand the severity of complaints assigned to facilities.

Coloradoshines.com is available in English and Spanish languages (Spanish URL:.. coloradoshines.com/es). The child care search on this site provides multiple criteria for users to search for providers, and uses informational pop-ups to help define terms or provide more information about the search features.

Consumer-friendly guides and worksheets provide additional information to families, child care providers, and early childhood professionals. These guides clarify state level processes, such as how to become licensed. These documents are hosted on both consumer websites.

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 Office of Early Childhood website (Spanish URL: <http://coloradoofficeofearlychildhood.force.com/oec/home?lang=es>) and the Colorado Shines website (Spanish URL: coloradoshines.com/es) are available in both English and Spanish languages. A LanguageLine or Google Translate can be utilized when translation support is needed for other languages.

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

The Colorado Department of Human Services, Office of Early Childhood website is ADA accessible at a level of AA.

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://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=providers&s=Child-Care-Licensing-and-Administration&lang=en

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

http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Rules-and-Regulations&lang=en

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:

http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en

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:

<http://coloradoshines.force.com/home>

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
- Other.

Describe

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

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

Describe:

- License issue date (unless this is the same as years in operation)
- If child care assistance is accepted
- If the program participates in Head Start
- Ages of children served
- Type of child care setting
- Hours of operation
- Any child special needs the program meets
- If the program is accepting new children

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

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

Describe:

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

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?

Licensed CCDF providers.

Describe the quality information:

Information about licensed programs (CCDF and non-CCDF) that have been quality rated. Is publicly available on the Colorado Shines website, www.coloradoshines.com. Content for this website targets parents and families of young children to help them search for quality-rated providers for their young children and promotes the benefits of quality early care and education. This resource offers messages with easy-to-understand plain language, including defining what is meant by "quality" child care and education. Quality levels achieved by child care programs are posted on this website which contains a child care facility search for parents and the public. The website also provides parents and families with information to help them support their child's learning and development.

Licensed non-CCDF providers.

Describe the quality information:

Information about licensed programs (CCDF and non-CCDF) that have been quality rated. Is publicly available on the Colorado Shines website, www.coloradoshines.com. Content for this website targets parents and families of young children to help them search for quality-rated providers for their young children and promotes the benefits of quality early care and education. This resource offers messages with easy-to-understand plain language, including defining what is meant by "quality" child care and education. Quality levels achieved by child care programs are posted on this website which contains a child care facility search for parents and the public. The website also provides parents and families with information to help them support their child's learning and development.

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.

b) Are monitoring and inspection reports in plain language?

If yes,

include a website link to a sample monitoring report.

Full monitoring and inspection reports are provided in plain language.

https://www.coloradoshines.com/program_details?id=001o000000JBEFTAA5

If no,

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

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

Date of inspection

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 Colorado Department of Human Services, Office of Early Childhood utilizes the Colorado Shines website (www.coloradoshines.com) to educate and direct users to the " [Colorado Child Care Facility Search](#)." Results generated from this search detail provider-specific summaries that list any health and safety violations, including fatalities or serious injuries.

These reports of inspection (ROI) are publicly accessible through the Colorado Shines child care provider search at www.coloradoshines.com. The reports are organized by type, allowing consumers to select reports specifically related to health and safety violations, complaints made against the program, investigations following child abuse/neglect assessments (stage II), investigation of reported injuries at the program and actions impacting the status of the program license (adverse action).

Corrective action plans taken by the State and/or child care provider.

Describe

Where appropriate, information for any adverse action or enforcement actions (corrective actions) affecting the status of the program license is displayed within the search result of a child care provider. These reports would include the

observation, the rule citation and the corrective action that must be taken by the provider. Types of adverse actions taken by the state included on the search would include:

1. Probation: When a child care license is in probationary status, the program agrees to conditions that they must follow while on probation. The conditions are unique to each program. Probation usually lasts for a period of six (6) months, and begins on the final outcome date. When probation occurs, parents/guardians of children currently enrolled in the program will receive a letter from the Colorado Department of Human Services, Office of Early Childhood describing the reason for probation.
2. Revocation: When a child care program consistently violated regulations, or when a serious licensing violation occurs, the Colorado Department of Human Services, Office of Early Childhood may request the revocation of the child care license. This legal action requires a hearing before an administrative law judge.
3. Summary Suspension: When the Colorado Department of Human Services, Office of Early Childhood receives information that there is imminent danger to children, a program's child care license may be summarily suspended. This is an emergency action.
4. Fines: In addition to other sanctions allowed by Colorado Law, any applicant, licensee or person providing child care without the required license is violating Colorado Law. Fines may also be issued for very serious violations of the rules and regulations for intentionally making any false statement or report to the Department or to any agency delegated by the Department to make an investigation or inspection. The fine is considered a civil penalty.
5. Settlement Agreement: A settlement agreement may be offered by the Colorado Department of Human Services, Office of Early Childhood when a child care program has satisfactorily corrected all violations which created the adverse action recommendation. The program also implements processes above and beyond licensing requirements to ensure that the violations will not occur again.

d) [The process for correcting inaccuracies in reports.](#)

The Licensing Specialist reviews all reports of inspection (ROI) at time of inspection/investigation onsite with the program prior to obtaining program representative signature. The Licensing Specialist submits the ROI within five calendar days of completion for Licensing Supervisor review. The Licensing Supervisor reviews the ROI for accuracy within five calendar days of receipt from the Licensing Specialist. If the ROI is accepted it is posted to the public Colorado Shines website. If it is rejected for any inaccuracies it is amended, reviewed, and signed by the program, re-reviewed by the Licensing Supervisor, and posted to the Colorado Shines website within 10 calendar days.

For non-relative providers, the Qualified Exempt Care Specialist reviews the ROI at the time of inspection onsite with the provider prior to obtaining the provider signature. The ROI is posted to the public Colorado Shines Website. If there are any inaccuracies in the ROI it is amended, reviewed and signed by the Qualified Exempt Care Specialist.

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.](#)

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 Colorado Department of Human Services, Office of Early Childhood adheres to defined procedures to ensure reports of inspection are posted in a timely manner. The Licensing Specialist must provide the report of inspection (ROI) to the facility either immediately at the time of inspection, but no more than three calendar days from time of inspection. The Licensing Specialist must submit the signed ROI to the Licensing Supervisor for review within five calendar days of completion. The Licensing Supervisor reviews the ROI within five calendar days of receipt from the Licensing Specialist. If the ROI is accepted it is posted to the public Colorado Shines website. If it is rejected for any inaccuracies it is amended, reviewed and signed by the program, re-reviewed by the Licensing Supervisor and posted to the Colorado Shines website within ten calendar

days.

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 Colorado Department of Human Services, Office of Early Childhood maintains monitoring reports or reports of inspection (ROI) for three years. The website manages the number of years these reports are posted by automatically removing an ROI at three years from the initial post date.

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 Colorado Department of Human Services, Office of Early Childhood utilizes an

online Injury Reporting System (<https://chats.state.co.us/InjuryReport>). Child care providers must complete a report when a child in care has received emergency medical attention, has been hospitalized or if there has been a fatality.

Child care providers are required to complete the [Online Injury Report](#) within 24 hours of an incident. If a provider is unable to access the online system, they must use the [paper form](#), and submit the form to the Office of Early Childhood, Division of Early Care and Learning within 24 hours of the incident.

Other injuries not requiring medical attention can be documented using the Accident/Injury Report Form developed by each provider. Child care providers must ensure parents are notified of all injury or accident reports.

In some cases, the local Child Protective Services office is notified when an injury occurs. Examples include unexplained injuries, injuries that were not observed by an adult, an infant receiving the incorrect breast milk, near drowning, or burns.

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

"Substantiated child abuse" means that there is a preponderance of evidence that the abuse (or neglect) occurred.

c) [The definition of "serious injury" used by the Lead Agency for this requirement.](#)

An injury is considered to be a "serious injury" when a child in care has received emergency medical attention or has been hospitalized.

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

The Colorado Department of Human Services, Office of Early Childhood posts a report on the Office of Early Childhood website to report the aggregate number of serious injuries, deaths, and substantiated instances of child abuse at the following link: http://coloradoofficeofearlychildhood.force.com/oec/OEC_Resources?p=Resources&s=Reports-and-Data&lang=en (Click on Reports). This report provides injuries and fatality information by licensing status and provider type. In order to protect family privacy, however, the report only breaks out fatalities by licensing status and provider type in

cases where there are three or more instances.

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 Colorado Department of Human Services, Office of Early Childhood utilizes a two prong strategy to support consumer education efforts. Individuals have the option to access information on the Colorado Shines or Office of Early Childhood websites to access information for resources related to child care or other needed resources (http://coloradoofficeofearlychildhood.force.com/oec/OEC_Families?p=family&s=Find-Child-Care&lang=en and <https://www.coloradoshines.com/families>). In cases where it is more useful to speak directly with a Child Care Resource and Referral expert to discuss their needs, a toll free number is posted on these websites and within printed material. This service is available through a statewide call center and available in English and Spanish.

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:

Both the Colorado Shines website and the Office of Early Childhood website include "contact us" information where parents or other stakeholders can direct questions or request additional support in order to understand information included on the website. The following are links to this information: <http://coloradoshines.force.com/contact> and http://coloradoofficeofearlychildhood.force.com/oec/OEC_Resources?p=resources&s=Contact-Us&lang=en.

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

www.coloradoshines.com and www.coloradoofficeofearlychildhood.com

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.

There are no pending components where implementation is still in progress.

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 Colorado Department of Human Services (CDHS) deploys a multi-pronged approach to communicate the availability of child care services provided through CCDF and other programs for which the family may be eligible, as well as the need for and value of quality early care and education to parents of eligible children, providers and the general public.

Coloradoshines.com provides information about the availability and diverse offerings of child care services to support informed choices. This site also provides information regarding the availability of child care assistance and quality of child care providers. Finally, this site provides research and best practices to support child development, and points users to www.earlylearningco.org for more comprehensive information. Parents and families of young children also receive information about quality-rated programs. The Colorado Shines website, www.coloradoshines.com, targets parents and families of young children to help them search for quality-rated providers for their young children and promotes the benefits of quality early care and education. The website offers messages with easy-to-understand plain language, including defining what is meant by "quality" child care and education. Quality levels achieved by child care programs are posted on the website and contains a child care facility search for parents and the public. The website also provides information to help parents and families support their child's learning and development and gain access to other needed supports, including, but not limited to, Temporary Assistance for Needy Families, Head Start/Early Head Start, Low-Income Energy Assistance Program, Supplemental Nutrition Assistance Program, Women, Infants and Children program, Child and Adult Care Food Program, and Medicaid and State Children's Health Insurance Program, Early Intervention Services (IDEA, Part C) and preschool special education (IDEA, Part B). The website also offers content specific to Colorado policies and resources regarding the social-emotional behavioral health of young children, including child care licensing regulations and the availability of early childhood mental health specialists. This content is also available on www.coloradoofficeofearlychildhood.com.

A brochure is distributed by the state and local partners to provide parents and the general public with resources that allow these audiences to access information on the availability and diversity of child care services, child care assistance, early childhood development research and best practices, a menu of additional early childhood programs including Individuals with Disabilities Education Improvement Act (IDEA) services, and additional programs for which

families applying for the Colorado Child Care Assistance Program (CCCAP) may be eligible. The brochure is also distributed through county departments of human/social services, who are mandated to distribute.

Communication targeting providers offers information about the Colorado Shines quality rating process, how it works, and what the benefits are, such as financial incentives and professional development. Ongoing communications occur to inform providers about the process and offer information and materials that can be used by the providers to promote their quality rating to their community and to the families they serve and seek to serve. Providers are able to add content to their profile on the Colorado Shines website to market their business. Communication to the public raises the awareness and understanding of the value of early care and learning in improving education and creating long term economic benefits, the investments being made in Colorado to raise the quality of child care, and to report on the progress of Colorado Shines in increasing the number of children attending higher quality programs. Colorado supports three websites: www.coloradoofficeofearlychildhood.com, www.coloradoshines.com and www.earlylearningco.org. The websites are aligned and utilize best practices to be consumer friendly and direct parents, early childhood professionals (providers) and the general public to the information they are seeking.

Lastly, providers, parents and the general public can sign up for the Office of Early Childhood and Colorado Shines monthly newsletters to stay up to date with new resources and additional information.

The Colorado Department of Human Services, Office of Early Childhood provides information about the availability of child care services provided through CCDF and other programs for which the family may be eligible, including the Colorado Shines Quality Rating and Improvement System utilizing multiple methods: website, direct communications with e-newsletters and mail, written materials (e.g., brochures, flyers, and pamphlets), mass media, and social media. An earned-media strategy is utilized to establish ongoing communication with reporters covering education, parenting, and children's issues in the state. The earned-media strategy supports online word of mouth through the practice of 'viral' tendencies, mentions, shares, re-posts, reviews, recommendation, or content picked up by third party sites.

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

The Colorado Department of Human Services, Office of Early Childhood leverages a statewide help desk, licensing specialists, quality rating assessors and local delivery system partners who routinely interact with early care and education providers (local agencies providing child care resource and referral services and supports, Early Childhood Councils, quality improvement coaches), county department of human services, the state advisory council (Early Childhood Leadership Commission), and other statewide early childhood organizations to assist in communications about Colorado Shines.

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 Universal Application, Program Eligibility and Application Kit (COLORADO PEAK), screens applicants for Temporary Assistance for Needy Families (TANF) eligibility and families may complete TANF applications online. At the local level, a number of county departments of human services screen and/or provide Colorado Child Care Assistance Program applicants with information on TANF. Information is also shared on the Office of Early Childhood website (www.coloradoofficeofearlychildhood.com) with the parents of eligible children, the general public, and where applicable, providers.

Head Start and Early Head Start programs:

The Universal Application, Program Eligibility and Application Kit (COLORADO PEAK), screens applicants for Head Start and Early Head Start Programs and families

are able to complete Head Start applications online. At this time, screening and on-line applications for Head Start are not available in all areas of the state. Information is also shared on the Office of Early Childhood website

www.coloradoofficeofearlychildhood.com with the parents of eligible children, the general public, and where applicable, providers.

Low Income Home Energy Assistance Program (LIHEAP):

The Universal Application, Program Eligibility and Application Kit (COLORADO PEAK), screens applicants for Low Income Energy Assistance Program (LEAP).

Information is also shared on the Office of Early Childhood website

(www.coloradoofficeofearlychildhood.com) with the parents of eligible children, the general public, and where applicable, providers.

Supplemental Nutrition Assistance Programs (SNAP) Program:

The Universal Application, Program Eligibility and Application Kit (COLORADO PEAK), screens applicants for the Colorado Food Assistance Program and families are able to complete Supplemental Nutrition Assistance Programs (SNAP)

applications online. At the local level, a number of county departments of human services screen and/or provide Colorado Child Care Assistance Program (CCCAP)

applicants with information on the food assistance program. Information is also shared on the Office of Early Childhood website (www.coloradoofficeofearlychildhood.com

) with the parents of eligible children, the general public, and where applicable, providers.

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

The Universal Application, Program Eligibility and Application Kit (COLORADO PEAK), screens applicants for Special Supplemental Nutrition Program for Women,

Infants, and Children (WIC). Information is also shared on the Office of Early

Childhood website (www.coloradoofficeofearlychildhood.com) with the parents of eligible children, the general public, and where applicable, providers.

Child and Adult Care Food Program(CACFP):

Information is coordinated between the Child and Adult Care Food Program (CACFP) program in the Department of Public Health and Environment and the Office of Early

Childhood, Department of Human Services. Online training modules for child care providers are developed in coordination with CACFP and Child Care Licensing. Information on CACFP is also posted on the Office of Early Childhood website (www.coloradoofficeofearlychildhood.com) with the parents of eligible children, the general public, and where applicable, providers.

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

Families are able to apply for Medicaid through the Universal Application, Program Eligibility and Application Kit (PEAK). Families are screened and able to apply for the CHP+ program in Colorado through the Universal Application, Program Eligibility and Application Kit (COLORADO PEAK). Information is also shared on the Office of Early Childhood website (<http://www.coloradoofficeofearlychildhood.com>) with the parents of eligible children, the general public, and where applicable, providers.

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

The Universal Application, Program Eligibility and Application Kit (COLORADO PEAK), screens applicants for both Parts C and B Individuals with Disabilities Education Improvement Act (IDEA). Information is also shared on the Office of Early Childhood website (www.coloradoofficeofearlychildhood.com) with the parents of eligible children, the general public, and where applicable, providers.

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.

The Colorado Shines website, www.coloradoshines.com, focuses on the quality rating and improvement system, provides resources, and addresses the importance of quality. This website includes a family section that outlines resources available to families and information for how families can best support their child's development and early learning. This section

directly links to the website, www.earlylearningco.org, the central resource for parents, providers and partners to learn more about the Colorado Early Learning and Development Guidelines in English and Spanish.

The Colorado Early Learning and Development Guidelines describe the path of children's learning and development from birth to eight years old. They are designed so that everyone who cares for young children can play an important part in giving Colorado's children a strong start. The Guidelines are based on research and bring together widely accepted strategies to help children develop successfully. Links to national organizations, such as ZERO to THREE and the National Association for the Education of Young Children (NAEYC), are included on the Colorado Shines website. The website www.earlylearningco.org offers resources that offer practical tips and points of reference that anyone can use to help children grow and learn. These resources are utilized and distributed by early learning partners across the state.

The Colorado Department of Human Services, Office of Early Childhood utilizes early childhood mental health consultants, local agencies offering child care resource and referral services and Early Childhood Councils to make information about research and best practices in child development available at the local level.

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.

Parents and families of young children regularly receive information about quality rated programs through various channels. The Colorado Shines website, www.coloradoshines.com, targets parents and families of young children to assist them in their search for quality-rated providers and promotes the benefits of quality early care and education. This resource offers messages with easy-to-understand plain language, including

defining what is meant by "quality" child care and education. Quality levels achieved by child care programs are posted on this website which contains a child care facility search for parents and the public. The website also provides parents and families with information to help support their child's learning and development.

The Colorado Department of Human Services utilizes local delivery partners to support the dissemination of information to families. These partners include county departments of human services county departments of human services, local agencies offering child care resource and referral services and supports, the centralized call center that supports child care resource and referral activities, early childhood mental health specialists and Early Childhood Councils. Family information is also available at the following websites: Colorado Shines Quality Rating and Improvement System website (www.coloradoshines.com), Colorado Early Learning and Development Guidelines website (www.earlylearningco.org), and the Office of Early Childhood website (www.coloradoofficeofearlychildhood.com).

Specifically, the following information is provided:

1. Information about the availability of the full diversity of child care services that will promote informed child care choices. This information is currently available through county departments of human services on their Colorado Child Care Assistance Program (CCCAP) websites. In addition, families who need assistance in selecting child care programs and information about different types of child care options are referred to Resources and Referral agencies.
2. Availability of child care assistance. County departments of human services post information on their websites describing eligibility criteria and requirements for CCCAP. Community based organizations, such as the Resource and Referral agencies and Early Childhood Councils, also contribute in the effort of informing families about CCCAP. The Office of Early Childhood website contains a section devoted to CCCAP which includes an overview of child care assistance.
3. Quality of child care providers. The Colorado Shines Quality Rating and Improvement System website includes information on how to find quality child care and posts ratings for individual child care programs. This website also contains a link to the Colorado Child Care Assistance Program (CCCAP), Colorado's child care subsidy program.
4. Research and best practices in child development, including all domains, and parent and family engagement: While some of this information exists on the Colorado Shines website (<http://coloradoshines.force.com/ColoradoShines>) and the Colorado Early Learning and Development Guidelines website (<http://earlylearningco.org>), more in-depth information will be added over time as a course of regular content development and maintenance for these sites.
5. Information regarding policies on expulsion of preschool-aged children.
6. Policies regarding the social-emotional/behavioral and early childhood mental health of young children. Child Care Licensing regulations require child care centers to have

procedures in place to provide individualized social/emotional intervention supports and to utilize early childhood mental health consultants. Additionally, Colorado provides materials, social media content, messaging, and training videos specifically for providers to support young children and families on topics related to mental health at www.earlychildhoodmentalhealthCO.org.

Communication targeting providers offers information about the Colorado Shines quality rating process, how it works, and what the benefits to them are, such as financial incentives and professional development. Ongoing communications occur to inform providers about the process and offers information and materials that can be used by the providers to promote their quality rating to their community and to the families they serve and seek to serve. Providers are able to add content to their profile on the Colorado Shines website to market their business.

Colorado provides information about the Colorado Shines Quality Rating and Improvement System utilizing multiple methods: website, direct communications with e-newsletters and mail, written materials (e.g., brochures, flyers, and pamphlets), mass media, and social media. An earned-media strategy is utilized to establish ongoing communication with reporters covering education, parenting, and children's issues in the state. The earned-media strategy supports online word of mouth through the practice of 'viral' tendencies, mentions, shares, re-posts, reviews, recommendation, or content picked up by third party sites. Specifically, these mediums support messages related to the following:

1. Information regarding policies on expulsion of preschool-aged children.
2. Policies regarding the social-emotional/behavioral and early childhood mental health of young children. Child Care Licensing regulations require child care centers to have procedures in place to provide individualized social/emotional intervention supports and to utilize early childhood mental health consultants.

Information is posted on the Colorado Shines Quality Rating and Improvement System website (www.coloradoshines.com), Colorado Early Learning and Development Guidelines website (www.earlylearningco.org), and the Office of Early Childhood website (www.coloradoofficeofearlychildhood.com). The Colorado Shines Professional Development Information System offers training modules that address the social-emotional/behavioral and early childhood mental health of young children and the important resource it is for professionals, families, and advocates who care for and about children. Information on early mental health specialists, located throughout the state, is available on the Office of Early Childhood website. Additionally, Colorado provides materials, social media content, messaging, and training videos specifically for providers to support young children and families on topics related to mental health at www.earlychildhoodmentalhealthCO.org.

Communication to the public intends to raise the awareness and understanding of: 1) the value of early care and learning in improving education and creating long term economic benefits 2) the investments being made in Colorado to raise the quality of child care; 3) to ensure the policies on expulsion of preschool-aged children are understood; and, 4; reinforce the importance of social-emotional/behavioral and early childhood mental health of young children.

The Colorado Department of Human Services, Office of Early Childhood leverages a statewide help desk, licensing specialists, quality rating assessors and local delivery system partners who routinely interact with providers (local agencies providing child care resource and referral services and supports, Early Childhood Councils, quality improvement coaches, early childhood mental health consultants, infant-toddler specialists), county department of human services, the state advisory council (Early Childhood Leadership Commission), and other statewide early childhood organizations to assist in the communications about Colorado Shines.

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.

The Colorado Department of Human Services, Office of Early Childhood requires through rule that programs must give the parent(s)/guardian(s) the program policies and procedures, and provide the opportunity to ask questions. Written copies must be available either electronically or in hard copy. The program must obtain a signed document stating that the parent(s)/guardian(s) have received the policies and procedures, and by signing the policies and procedures document, the parent(s)/guardian(s) agree to follow, accept the conditions of, and give authorization and approval for the activities described in the policies and procedures, including procedures on guidance, positive instruction, supporting positive behavior, discipline and consequences, including how the provider will:

1. Cultivate positive child, staff and family relationships;
2. Create and maintain a socially and emotionally respectful early learning and care

environment;

3. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children;
4. Provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior, and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions; and,
5. Access an early childhood mental health consultant or other specialist as needed.

(Child Care Centers - 7.702.31 (H) (1-5) 12 CCR 2509-8. Family Child Care Homes - 7.707.41(B)(19) 12 CCR 2509-8. School Age Programs 7.712.31(A)(9) 12 CCR 2509-8.)

To assist providers in meeting this requirement, the Colorado Department of Human Services, Office of Early Childhood includes an Early Childhood Mental Health unit. This unit compiles information on best practices and research for parents, providers and the general public. Best practice messaging about social emotional health and well-being is available statewide and online at www.earlychildhoodmentalhealthco.org. The information can be accessed by child care providers to share with families and staff as well as by other community partners so that consistent, well-researched information is used by all.

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)).

The Colorado Department of Human Services, Office of Early Childhood maintains public awareness materials that provides resources for families that is intended to help them find success and supporting the early learning and development of their children. This information is also maintained on the Office of Early Childhood website (www.coloradoofficeofearlychildhood.com) and the Colorado Shines website (www.coloradoshines.com). Each website includes a link to the Colorado Early Learning and Development Guidelines website (<https://earlylearningco.org>) which provides practical tips and points of reference that anyone can use to help kids grow physically, intellectually and emotionally. This includes guidance for how a parent or other caregiver can access services available for conducting developmental screenings. Public awareness materials and the websites are regularly maintained and reviewed by communications staff to ensure accuracy.

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.).

The Colorado Child Care Assistance Program (CCCAP) rules require county departments of human services to provide information and referrals for providers, parents and the general public on developmental screenings through the CCCAP application process and entered in the Child Care Automated Tracking System (3.911 (N)(4)(5) 9 CCR 2503-9) . This application includes a field for county staff to indicate cases where a family has a concern about their child's development and a referral or additional developmental screening information was provided. The Child Care Automated Tracking System collects and tracks data on these cases.

Additionally, three online, self-paced, e-learning modules have been developed to

provide an overview of the importance of developmental screening and surveillance practices for all children, including children who receive subsidy, who may be at risk for cognitive or other developmental delays, which may include social, emotional, physical, or linguistic delays. These modules are available on the Colorado Shines Professional Development Information System (PDIS) and accessible free of charge to both professionals and family members and include:

1. The Ages and Stages Questionnaire (ASQ) in a Coordinated System of Care
2. Understanding Your Role in Child Development
3. Determining Your Role in a Coordinated Approach to Developmental Screening, Referral and Follow-up

The Ages and Stages Questionnaires (ASQ), along with informed clinical opinion, is used to assess the developmental status of a child birth to six years of age across five developmental areas: communication, gross motor, fine motor, problem solving, and personal-social. The ASQ:SE questionnaire is suggested to be used to check the social emotional development of child. These modules reinforce the importance of a coordinated approach to developmental screening. These modules were developed in partnership with the Colorado Assuring Better Child Health and Development (ABCD) program that developed the Model Community Framework (MCF) inspired by "An Integrated Approach to supporting Child Development" article that was published by Children's Hospital of Philadelphia. The ABCD program provides technical assistance to community partners, including health care providers, child care professionals, Early Intervention and Child Find teams, and all other stakeholders regarding the implementation of an American Academy of Pediatrics medical home model using the Model Community Framework. The Model Community Framework is based on the idea that screenings must happen as part of a spectrum of activities that include the following essential roles:

1. Monitoring and surveillance
2. Screening Referral Evaluation Parent Education; and,
3. Resources and support.

The goal of this model is to screen for developmental delay, referring children early when concerns exist, and evaluating and connecting children to services when appropriate.

This includes referrals to Early and Periodic Screening, Diagnosis, and Treatment program and developmental screening services available under Part B, Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.)

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 Child Care Assistance Program (CCCAP) rules require county departments of human services to provide information and referrals for providers, parents and the general public on developmental screenings through the CCCAP application process and entered in the Child Care Automated Tracking System. (3.911 (N)(4)(5) 9 CCR 2503-9). The CCCAP application includes a field for county departments of human services to indicate whether a family requested more information or was referred for additional services, including Early and Periodic Screening, Diagnosis and Treatment or through the Individuals with Disabilities Education Improvement Act (IDEA). The Child Care Automated Tracking System collects and tracks data on these cases.

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.

Families participating in the Colorado Child Care Assistance Program (CCCAP), Colorado's child care subsidy program, have access to developmental screening educational information for Early Periodic Screening, Diagnosis, and Treatment program and developmental screening services available through Early Intervention Colorado (Part C of the Individuals with Disabilities Education Improvement Act) and Preschool Special Education (Section 619). These resources are available on the Office of Early Childhood website, the Colorado Shines website and distributed by county staff working with families during the application process for child care subsidy.

The CCCAP application also includes questions regarding a family's current involvement with programs that provide supports for a developmental screening or a developmental evaluation in cases where there is a concern about their child's development. : Medicaid/CHP+ assistance, Early Periodic Screening, Diagnosis, and Treatment program and developmental screening services available through Early Intervention Colorado (Part C of the Individuals with Disabilities Education Improvement Act) and Preschool Special Education (section 619). Currently data are captured at a household and child level and allows for families to indicate if they would like more information. The county is also able to indicate whether a referral was facilitated. Currently these data can be analyzed manually. However, once launched, the Child Care Automated Tracking

System will allow the county and State to query these data more readily to analyze the cross-program involvement and referral activity.

e) [How child care providers receive this information through training and professional development.](#)

The Colorado Department of Human Services, Office of Early Childhood leverages the Learning Management System component of the Colorado Shines Professional Development Information System (PDIS) to offer training opportunities to child care professionals. Currently, the PDIS includes three online, self-paced, e-learning modules to provide an overview of the importance of developmental screening and surveillance practices for all children, including children who receive subsidy, who may be at risk for cognitive or other developmental delays, which may include social, emotional, physical, or linguistic delays. These modules are available to all child care providers in Colorado focusing on the purpose, benefits, and different roles of developmental screening and monitoring, including how to develop a framework and processes to integrate into the flow of an early childhood program. The final module includes a program self-assessment, which walks the learner through a question and answer process to determine if their program is ready to implement developmental screening and monitoring and recommended next steps. These training modules are available through the Colorado Shines PDIS.

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

3.911 (N)(4)(5) 9 CCR 2503-9

[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.

County departments of human services refer parents to the Colorado Shines call center which supports child care resource and referral supports statewide. Additionally, county departments of human services provide families eligible for child care subsidy services a consumer education brochure that refers users to a consumer education website that contains specific information about how to select a child care provider, and the provider they may select.

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

Families eligible for child care subsidy services are provided a consumer education brochure once they become eligible for services per the guidance of the Colorado Department of Human Services:

https://dcfs.my.salesforce.com/sfc/p/410000012srR/a/41000000sdD2/hmK2seV6kY035.53uMCcG88gixe8S_hZq782j1F7i7g . Families are also directed to the Colorado Shines

call center which supports child care resource and referral supports statewide. Once a family consults with a tech at the Colorado Shines call center, a follow up communication is sent by electronic mail and/or provided in hard copy with a list of referred providers, online resources, and information on health and safety requirements for child care providers, how to seek the licensing history of a child care provider, child care quality ratings, the complaint hotline, and information on financial assistance to pay for child care services. Information on other local resources that may support families is also included. These resources are provided in both English and Spanish.

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

https://dcfs.my.salesforce.com/sfc/p/410000012srR/a/41000000sdD2/hmK2seV6kY035.53uMCcG88gixe8S_hZq782j1F7i7g

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 of 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 0

(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 18

(may not equal or exceed age 19).

If yes, Provide the Lead Agency definition of physical and/or mental incapacity:

Physical or mental incapacity is defined as a child who has a physical or mental disability and is incapable of caring for himself or herself or who is under court supervision and who has additional care needs identified by an Individual Health Care Plan (IHCP), Individual Education Plan (IEP), physician's/professional's statement, or child welfare treatment plan. The additional care needs identified will require additional care by a provider based on a fee for service and/or require care for a child who is age thirteen (13) up to the nineteenth (19th) birthday.

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 18

(may not equal or exceed age 19)

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

"residing with":

"Residing with" means physically located with the eligible adult caretaker(s).

"in loco parentis":

"In loco parentis" means a person who is assuming the parental obligations for a minor, including protecting his/her rights and/or a person who is standing in the role of the parent of a minor without having gone through the formal adoption process. Parental obligations include, but are not limited to, attending parent teacher conferences, regularly picking up and dropping off children at child care, and regularly taking the child to doctor appointments.

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":

"Working" means holding a part-time or full-time job for which wages, salary, in-kind income or commissions are received.

"Job training":

Training includes vocational/technical job skills training when offered as secondary education and results in a diploma or certificate. Parents are eligible for a minimum of two years. In addition, up to twelve months of assistance is allowable for a high school equivalency examination, high school diploma, English as a Second Language or adult basic education.

"Education":

"Education" means a regionally accredited post-secondary training program for a Bachelor's degree or less. Parents are eligible for a minimum of two years.

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

There is not a set number of hours required to be considered "attending" job training or education.

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 job search time limit is a minimum of 13 weeks.

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):

Subject to available appropriations, county departments of human services/social services have the option to consider job search as an eligible activity at initial application. If a county chooses to offer this activity at application, they are to provide a minimum of 13 weeks of care (3.905.1 G)(3)(i) 9 CCR 2503-9). If, at the time of scheduled re-determination date, an adult caretaker or teen parent is within a 3-month

job search period, counties are to extend the current eligibility period to allow for the remainder of their job search period before redetermination. If during the that period the caretaker or teen parent indicates that they have gained employment or entered into another eligible activity, the county shall process the retermination at that time. If the caretaker or teen parent has not entered into an eligible activity at the end of the job search period, the household shall be determined ineligible at that time (3.905.1 (G)(3)(h)).

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":

Protective services is when a child has been placed by the county in foster home care, kinship foster home care, or non-certified kinship care and have an open child welfare case. At the option of the county, the county may provide protective services child care utilizing child care development funds (CCDF). Protective services households are considered to be a household of one for purposes of determining income eligibility. The only countable income for a protective services household is the income that is received by the child that has been placed in kinship or foster care. Protective services households are not subject to eligible activity requirements.

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?

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

Yes

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

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?

The definition of "income" includes gross taxable wages, unearned income, and in-kind income.

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 (a) by 0.85]	(IF APPLICABLE) (\$/Month) Maximum Initial or First Tier Income Limit (or Threshold) if Lower Than 85% of Current SMI	IF APPLICABLE) (% of SMI) [Divide (c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	\$3,953.13	\$3360.16	N/A	N/A
2	\$5,169.47	\$4,394.05	\$3,086.25	60%

	(a)	(b)	(c)	(d)
3	\$6,385.82	\$5,427.95	\$3,896.25	61%
4	\$7,602.17	\$6,461.84	\$4,706.25	62%
5	\$8,818.51	\$7,495.74	\$5,516.25	63%

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)).

All sixty-four counties must set their entry income eligibility limit between the statewide minimum entry level, which is one hundred eighty-five percent (185%) of the federal poverty level, and the maximum ceiling, which is eighty- five percent (85%) of the Colorado state median income. The State income eligibility limits are updated in State rules October 1st of every year to coincide with Federal State Median Income effective dates.

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. <https://www.acf.hhs.gov/ocs/resource/state-median-income-estimates-for-optional-use-in-fy-2018-and-mandatory-use-in-fy-2019>

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

Denver County

f) What was the date (mm/dd/yyyy) that these eligibility limits in column (c) became effective? 9/30/18

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

https://docs.google.com/spreadsheets/d/1WzobLnLoxGbN_JfTuw3jUCZV5N7IA_0uvvEkIoMt3Wk/edit#gid=1350122430

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).

Families self declare assets as part of the initial application and redetermination forms for the Colorado Child Care Assistance Program (CCCAP).

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:

A protective services household is considered to be a household of one for the purposes of determining income eligibility. The only countable income for a protective services household is that of the child(ren) (3.907.1(A) 9 CCR 2503-9). Counties have the option to waive the income requirement for Protective Services households on a case-by-case basis (3.907.1 (C) 9 CCR 2503-9).

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

Counties can choose to prioritize vulnerable populations such as: households below 130% FPG, teen parents, children with additional care needs, families experiencing homelessness, and other segments of the population as defined by the county based upon local need.

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:

Child care is authorized on verified need by establishing an authorization to cover the maximum amount of units needed to ensure care is available based on the adult caretaker or teen parent's participation in an eligible activity, and shall not be linked directly to the adult caretaker or teen parent's activity schedule and should be based on the child's need for care.

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:

- 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.

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?

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:

Irregular income can be averaged over a period of time up to twelve months. Irregular income is defined as income that does not provide an accurate indication of anticipated income. Examples include: 1) contract employment, where annual income is based on a period shorter than a year, 2) self-employment income, including income from rental property, 3) fluctuating monthly earnings, 4) income sources where amounts can be anticipated to change, such as Social Security cost-of-living increases

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:

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:

When a primary adult caretaker is declaring the identity of his/her child due to the child not having identification as part of the application, a picture ID of the primary adult caretaker or teen parent is needed to verify the adult caretaker's identity. Verification documents are maintained in the client's file. Applicant identity is verified once, at the time of application.

Applicant's relationship to the child.

Describe:

Any unrelated individual who is acting as a primary adult caretaker for an eligible child, is required to obtain verification from the child's biological or adoptive parent, legal guardian, or a court order which identifies the unrelated individual as the child's adult caretaker. Applicant's relationship to the child is verified once, at the time of application.

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

Describe:

All children who have had an application made on their behalf for or are receiving child care assistance must verify that they are U.S. citizens or qualified aliens and provide proof of identity. Verification documents are maintained in the client's file. This is verified once at the time of application.

[Work.](#)

[Describe:](#)

Verification of employment includes completion of a county form, or a signed statement from the employer or employer's authorized designee, stating employment start date, hourly wage or gross salary amount, work schedule, payment frequency, date of first paycheck and verifiable employer contact information. Verification documents are maintained in the client's file. This is verified once at the time of application, once at redetermination, and if the family reports a change.

[Job training or educational program.](#)

[Describe:](#)

Verification of job training or education is based on the applicant's schedule of eligible activity. Verification documents are maintained in the client's file. This is verified once at the time of application, once at redetermination, and if the family reports a change.

[Family income.](#)

[Describe:](#)

Employment pay stubs or employer's verbal verification is acceptable if parents have not received their first pay stub. For all other countable non-employment related income, source documentation is required. Income that is verbally verified by the employer is noted in the Child Care Automated Tracking System (CHATS) used by counties. Verification documents are maintained in the client's file. This is verified once at the time of application, once at redetermination, and if the family reports a change.

[Household composition.](#)

[Describe:](#)

[Applicant residence.](#)

[Describe:](#)

County residency verification is required. Applicants and recipients must live in the county where the applicant is applying for child care assistance. Verification documents are maintained in the client's file. This is verified once at the time of application, once at redetermination, and if the family reports a change.

Other.

Describe:

Counties may require a copy of current immunization records. Verification documents are maintained in the client's file. Adult caretakers must provide current immunization records for children who receive child care from qualified providers not related to the child(ren), where care is provided outside of the child's home and the children are not school age. This is verified once at the time of application and once at redetermination.

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:

County departments of human services must make a decision to approve or deny an application within fifteen calendar days of the date the applicant completed the application.

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: Colorado Works Division, Colorado Department of Human Services

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

"Appropriate child care":

Care and supervision that maintains the health and safety of the child while encouraging growth and development. Appropriate care should strive to meet the physical, mental and emotional developmental needs of the child, as defined by the county.

"Reasonable distance":

Distance between the child's home and the child care setting or the parent's place of employment and the child care setting that, when traveled using transportation resources available to the family, still allows the family to perform basic daily routines.

"Unsuitability of informal child care":

Care provided in a legally exempt setting that endangers the health or safety of the child or that hinders the growth and development of the child, as defined by the county in the Colorado Works and Child Care Assistance Plan.

"Affordable child care arrangements":

Care for which the cost to the parent does not exceed 14% of the family's earned income, and as may be further defined in the county Colorado Works and Child Care Assistance Plan.

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

In writing

Verbally

Other.

Describe:

Counties may also implement their own policies in order to inform families of their child care options such as during the TANF interview process.

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

Department of Human Services, Income Maintenance (Volume 3), Colorado Works Program, 3.911 (N)(1) 9 CCR 2503-6

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":

A child who has a physical or mental disability and is incapable of caring for himself or herself or who is under court supervision and who has additional care needs identified by an Individual Health Care Plan (IHCP), Individual Education Plan (IEP), physician's/professional's statement, or child welfare treatment plan.

b) "Families with very low incomes":

Families with incomes under 130% of poverty, including families receiving Temporary Assistance for Needy Families (TANF).

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:

- Prioritize for enrollment
- 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:

- Prioritize for enrollment
- 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:

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

- Prioritize for enrollment
- 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:

Families experiencing homelessness are given a minimum of a 60 day stabilization period where no verifications are required. Counties have the option to offer a stabilization period greater than 60 days.

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:

- Prioritize for enrollment
- 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:

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

Counties have the option to identify segments of population based on local need.

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

As with all the other priority groups, counties have the option to prioritize enrollment, serve without placing the identified population on a waiting list or using contracts for slots.

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.

The Colorado Child Care Assistance Program (CCCAP) application and redetermination forms allow families to identify if they are experiencing homelessness. Households that meet the definition of "families experiencing homelessness" receive authorization for child care subsidy during a stabilization period of at least sixty (60) consecutive calendar-days, within a twelve (12) month period, to allow the household the opportunity to submit documentation, including immunization records, (3.909 9 CCR 2503-9).

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)

In consultation with the Colorado Department of Public Health and Environment, licensed providers have a grace period of at least 90 days to gather documentation of immunizations for children experiencing homelessness in their care. Currently, the grace period for for families experiencing homelessness in license-exempt care is no less than 60 days and was developed with input from the Colorado McKinney-Vento state coordinator for homeless education and other agencies providing services for children experiencing homelessness. The CDHS is working to standardize the grace period for immunization documentation for licensed and license-exempt programs.

Provide the citation for this policy and procedure.

3.909(B) 9 CCR 2503-9; and 7.702.52(A)(2), 7.707.71(A)(1) 12 CCR 2509-8

Children who are in foster care.

The Colorado Child Care Assistance Program (CCCAP) protective services households shall be allowed up to sixty (60) days to provide verification of immunization if child care is provided by a qualified exempt child care provider not related to the child where care is provided outside of the home. This procedure was developed with input from protective child services.

Provide the citation for this policy and procedure.

3.907.1 9 CCR 2503-9

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 Lead Agency offers a grace period that allows children experiencing homelessness and in foster care to receive CCDF assistance while the family is taking the necessary actions to comply with immunization and other health and safety requirements. Where possible, the Lead Agency collects verification from other eligibility programs where the family has provided the required information. Additionally, collateral contact is used to verify required information. Families are also referred to county health departments, and other partners when needed, in order to attain the required documentation.

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

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.

State statute requires that CCDF Child Care assistance may not be terminated during a 12-month period if a family's income remains under 85% of the state median income level (C.R.S. 26-2-805). Child Care rule also dictates that counties shall not terminate assistance prior to the end of a 12-month eligibility level if a family experiences a temporary job loss or a change in participating in a training or education activity.

b) How does the Lead Agency define "temporary change?"

c) Provide the citation for this policy and/or procedure.

3.905.1 (A), 3.905.1 (G, 3); 3.905.2 (C), 3.905.4 (B), 3.911 (CC)
CCR 2503-9

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.

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:

Once determined eligible, households are to remain eligible for at least twelve (12) months unless the household's income exceeds 85% SMI or if the caretaker or teen parent is no longer in a qualifying eligible activity for the reasons that do not constitute as a temporary break in activity. The CDHS does not define "non-temporary" change but considers it to be any change in eligible activity that exceeds the temporary break in eligible activity threshold of 12 weeks.

ii. Describe what specific actions/changes trigger the job-search period.

If the adult caretaker(s) or teen parent(s) is no longer in his/her qualifying eligible activity, this shall be reported in writing within four (4) calendar weeks.

iii. How long is the job-search period (must be at least 3 months)?

Job search is to be approved for a minimum of thirteen (13) weeks for each instance of job loss; however, counties have the option to offer more than thirteen (13) weeks.

iv. Provide the citation for this policy or procedure.

1. Section 26-2-805(1)(e)(III), C.R.S. 3.911 (O), 3.905.2 (C), 3.905.1 (G)(3)(a), 3.903

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:

ii. Provide the citation for this policy or procedure:

- A change in residency outside of the state, territory, or tribal service area.

Provide the citation for this policy or procedure:

Child care authorizations and/or cases shall be terminated if the Adult Caretaker or Teen Parent is no longer a resident of the state.

3.905.5 (A)(10) 9 CCR 2503-9

- 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.

"Intentional Program Violation (IPV)" means an act committed by an adult caretaker(s) or teen parent(s) who has intentionally made a false or misleading statement or misrepresented, concealed or withheld facts for the purpose of establishing or maintaining a Colorado Child Care Assistance Program household's eligibility to receive benefits for which they were not eligible; or has committed or intended to commit any act that constitutes a violation of the child care assistance program regulations or any state statute related to the use or receipt of CCCAP benefits for the purpose of establishing or maintaining the household's eligibility to receive benefits.

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

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.

Additional changes that may impact a family's eligibility during the 12-month period.

Describe:

Adult caretaker(s) or teen parent(s) have the responsibility to report and verify

changes to income, only if the household's income exceeds eighty-five percent (85%) of the State median income, in writing, within ten (10) calendar-days of the change. Also, if the adult caretaker(s) or teen parent(s) is no longer in his/her qualifying eligible activity, this shall be reported in writing within four (4) calendar weeks pursuant to C.R.S. 26-2-805(1)(e)(III), this does not include a temporary break in eligible activity such as a temporary job loss from the qualifying eligible activity or temporary change in participation in a training or education activity (3.905.2 (C) 9 CCR 2503-9).

Changes that impact the Lead Agency's ability to contact the family.

Describe:

Changes that impact the Lead Agency's ability to pay child care providers.

Describe:

Adult Caretakers or teen parents shall report changes in child care providers prior to the change.

3.905.2 (F) 9 CCR 2503-9

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.

Phone

Email

Online forms

Extended submission hours

Postal Mail

FAX

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.

Families may report changes that are beneficial to the household which include, but are not limited to: an increase in authorized care; changes that would result in the reduction of a parent fee; a change in child care provider, changes in the household composition due to an additional child requesting care; and a change in mailing address.

ii. Provide the citation for this policy or procedure.

3.911 (C)(1) 9 CCR 2503-9

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.

- Advance notice to parents of pending redetermination
- Advance notice to providers of pending redetermination
- 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.

- Postal Mail
- Email
- Online forms
- FAX
- 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	N/A	N/A	N/A	N/A	N/A	N/A
2	100	1.00	1%	3086.25	462	14%
3	100	1.00	1%	3896.25	584	14%
4	100	1.00	1%	4706.25	705	14%
5	100	1.00	1%	5516.25	827	14%

b) What is the effective date of the sliding-fee scale(s)? 10/01/2018

c) Identify the most populous area of the state used to complete the chart above.

Denver County

d) Provide the link to the sliding-fee scale: www.sos.state.co.us 3.910 (M) 9 CCR 2503-9

e) If the sliding-fee scale is not statewide, describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)).

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.

- 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:

- Other.

Describe:

- 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:

Fee is set as a percentage of a family's income for the first child in care, with an additional flat dollar amount for each child in care beyond the first child in the family.

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)).

No.

Yes, check and describe those additional factors below.

Number of hours the child is in care.

Describe:

The parental fee is assessed at 55% of the calculated full-time fee for part-time care. Part-time care is defined as an average of less than 13 full-time equivalent units of care per month.

Lower co-payments for a higher quality of care, as defined by the state/territory.

Describe:

A tiered reduced co-pay is applied for children attending high quality care, which is defined as child care programs that have attained a Colorado Shines quality rating of Level 3, 4, or 5.

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.

- 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.

One- or two-teen parent households who are in middle/junior high, high school, GED, or vocational/technical training activity and for whom payment of a fee produces a hardship, the parent fee may be waived entirely and documented in the case file. The parent fee waiver shall be reviewed during each redetermination.

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)).

A child care certificate, otherwise known as an Authorization Notice, is provided to parents once an eligible child care provider has been chosen by the family. The Authorization Notice includes provider specific information such as provider name, provider ID, provider address and provider phone number as well as child specific information such as child's name, State ID, primary adult caretaker, case number, authorization begin date, authorization end date and authorization notes. In addition, the Authorization Notice includes the days that the child is authorized, full time or part time care status and the copayment amount. Families who have not already selected a provider when applying for child care assistance are referred to the statewide Child Care Resource and Referral call center or a Child Care Resource and Referral agency for consumer education and referral services. Child care program choices are driven by a family's needs. If a family's choice coincides with a child care program that has an active contract with the county, the resource and referral agency will inform the family.

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.

- Certificate that provides information about the choice of providers
- Certificate that provides information about the quality of providers
- Certificate not linked to a specific provider, so parents can choose any provider
- Consumer education materials on choosing child care
- Referral to child care resource and referral agencies
- Co-located resource and referral in eligibility offices
- Verbal communication at the time of the application
- Community outreach, workshops, or other in-person activities
- Other.

Describe:

Information on child care options is posted on state and county websites and through the statewide child care resource and referral call center.

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.

Under the Colorado Child Care Assistance Program (CCCAP), each county has the option of developing contracts for slots with licensed child care centers and family

child care homes. No counties are currently offering contracts for slots but several are contemplating implementing policies and procedures for conducting contracts for slots during this plan period.

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:

ii. The type(s) of child care services available through grants or contracts:

iii. The entities that receive contracts (e.g., shared services alliances, CCR&R agencies, FCC networks, community-based agencies, child care providers):

iv. The process for accessing grants or contracts:

v. How rates for contracted slots are set through grants and contracts:

vi. How the Lead Agency determines which entities to contract with for increasing supply and/or improving quality:

vii. If contracts are offered statewide and/or 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
- Programs to serve infants and toddlers
- 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
 - Programs to serve infants and toddlers
 - 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)).

The provider contract (Fiscal Agreement), between a child care program and a county, requires providers to allow parents unlimited access to their children. The unlimited access requirement for parents is also addressed under Child Care Licensing regulations.

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.

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:

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:

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:

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.

- 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 Colorado Department of Human Services consults in person with the the Early Childhood Leadership Council (Colorado's State Advisory Council) and solicits feedback via its Data Sub Committee on an ongoing basis. The purpose of the Data Subcommittee

is to promote the sharing and use of common data for planning and accountability by state programs and agencies that support young children as well as ensure the interagency data system infrastructure allows for statewide needs assessments concerning the quality and availability of early childhood services. The Subcommittee is charged with monitoring progress across early childhood systems, supporting continued collection of data, and evaluating progress on the Commission's strategic priorities in order to leverage and connect existing data efforts and encourage effective data use in decision-making.

b) Local child care program administrators:

Feedback is solicited from local child care program administrators through multiple public meetings to inform survey distribution processes, survey questions, and feedback for how to effectively collect these data in order to ensure a strong, representative response.

c) Local child care resource and referral agencies:

The Colorado Department of Human Services solicited feedback from local Child Care Resource and Referral agencies during a statewide webinar that occurred prior to launching the data collection effort and encouraged these agencies to conduct outreach to ensure providers were aware of the MRS process. Mile High United Way supports the centralized statewide call center to support child care resource and referral activities for families statewide. This agency supported the final phase of the data collection process.

d) Organizations representing caregivers, teachers, and directors:

The Colorado Department of Human Services solicited feedback in person from the Early Childhood Education Association of Colorado (ECEA) prior to launching its data collection efforts.

e) Other. Describe:

No other entities were formally consulted.

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.

Colorado's Market Rate Survey collected data in two phases. The first was a census effort in which Colorado made at least three attempts to collect data from every licensed provider in the State. In the second phase, Colorado targeted more intensive outreach efforts to County/Provider Type/Age combinations (e.g., Homes in a specific county) that did not have a large enough response rate in the sample to be statistically representative. Remaining gaps in the data (i.e., combinations of County/Type/Age that did not have sufficient data for representation after the second phase) were then filled in by bringing in the next nearest provider of that type/age in terms of travel time. This approach was verified using commuter-time data to ensure that the provider rates brought in to supplement particular geographic/county samples were within a reasonable travel time for each respective community.

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:

Colorado's Market Rate Survey is designed to aggregate rates by provider types and age by county. Aggregating by County is required by state law and helps to inform county allocations for direct services. Equal access is determined by percentiles based on the county market.

b) Type of provider. Describe:

Colorado's Market Rate Survey is designed to identify rates by four provider types: 1) Center, 2) Homes, 3) Preschools and 4) School-age. Each of these corresponds to a particular child care license type, or set of license types.

c) Age of child. Describe:

Colorado's Market Rate Survey is designed to identify age ranges based on the corresponding provider, or license, type. That is, the age bands for the MRS align with the most meaningful age bands based on licensing rules. These are as follows: Centers (0 to under 1.5 years, 1.5 years to under 3 years, 3 years to under 6 years, and 6 years old and older); Homes (0 to 2 years, 2 years to under 6 years, 6 years and older); Preschools (any age in licensed preschool); and School-Age (any age in licensed school-age).

d) Describe any other key variations examined by the market rate survey or alternative methodology, such as quality level.

Colorado's Market Rate Survey is able to parse the data by a variety of variables including quality rating, licensed capacity, and Colorado Child Care Assistance Program (CCCAP) utilization.

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). 05/31/2018

b) Date the report containing results was made widely available - no later than 30 days after the completion of the report. 10/17/2018

c) Describe how the Lead Agency made the detailed report containing results widely available and provide the link where the report is posted.

Results from the current market rate survey are distributed to all county department of human services and licensed providers. Additionally, the results are publicly available on the Office of Early Childhood's website (www.coloradoofficeofearlychildhood.com).

d) Describe how the Lead Agency considered stakeholder views and comments in the detailed report.

Stakeholder feedback informed the bounds of the data collection and how that may influence the way the study represents rates. Additionally, stakeholder input on how to best supplement insufficient data within counties or at specific provider types was taken into consideration.

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 \$ 50.00 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: Between 10th [43.98]-25th [54.90](County, 0-6 months);

b) Infant (6 months), full-time licensed FCC home in the most populous geographic region

Rate \$ 32.50 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: N/A (County); Less than 10th [35.00] Cluster, 0-6 months

c) Toddler (18 months), full-time licensed center care in the most populous geographic region

Rate \$ 44.50 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: Between 10th [38.88]-25th [47.17](County, 12-18 months)

d) Toddler (18 months), full-time licensed FCC care in the most populous geographic region

Rate \$ 28.50 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: Less than 25th [35.00] (County, 12-18 & 18-24 months)

e) Preschooler (4 years), full-time licensed center care in the most populous geographic region

Rate \$ 31.50 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: Between 10th [28.32] and 25th [36.73] (County, 36 months - 5 years)

f) Preschooler (4 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 26.50 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: Less than Median [35.00] (County, 36 months - 5 years)

g) School-age child (6 years), full-time licensed center care in most populous geographic region

Rate \$ 29.75 per day unit of time (e.g., daily, weekly, monthly, etc.)

Percentile of most recent MRS: Between 10th [25.58] and 25th [33.10] (County)

h) School-age child (6 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 26.25 per day unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: Median [\$35.00] (County)

i) Describe how part-time and full-time care were defined and calculated.

Full-time is defined as more than five hours. Part-time care is defined as up to five hours.

Part-time rates are calculated as 55% of the full time rate.

j) Provide the effective date of the current payment rates (i.e., date of last update based on most recent MRS). 08/29/2016

k) Identify the most populous area of the state used to complete the responses above.

Denver County

l) Provide the citation or link, if available, to the payment rates. A citation or link is not available as Denver County does not post payment rates.

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)).

Per a change in state statute in 2018, the Colorado Department of Human Services sets rates for all counties in an effort to establish reimbursement rates that provide equal access to high quality providers in each county.

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:

County departments of human services may opt to pay higher rates for care during non-traditional hours. For non-traditional hours, such as overnight care, counties may pay up to 200% of the base rate for that provider type and quality level (as determined under tiered reimbursement), as long as it does not exceed the private pay rate charged by that provider. Each county determines their methodology individually based on local need and available funding.

Differential rate for *children with special needs, as defined by the state/territory*.

Describe:

County departments of human services may opt to pay higher rates for children with special needs. For special needs care, counties may pay up to 200% of the base rate for that provider type and quality level (as determined under tiered reimbursement), as long as it does not exceed the private pay rate charged by that provider for that type of care. Each county determines the percentage of the regular rate they will pay for children with special needs based on local need and available funding. For example Boulder County and Jefferson County have chosen to pay their disability rate at 200% of the regular rate based on the need in their counties to support access to special needs child care.

- 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:

The Colorado Department of Human Services sets tiered rates to programs participating in the Colorado Shines Quality Rating and Improvement System based on the quality level achieved by the programs. Currently, rates are tiered by quality such that providers with the highest ratings within the Colorado Shines Quality Rating and Improvement System receive higher reimbursement rates (75th percentile for Levels 4 and 5; 50th percentile for Level 3) based on the appropriate market rate (rate by county/provider type/age). Providers who meet the basic quality standards in Licensing (Level 1 or Level 2) receive the base reimbursement rate (10th percentile or 25th percentile for infants and toddlers). These percentiles were informed through the use of the Provider Cost of Quality Calculator (PCQC) tool. The base rate is meant to address the cost of basic health and safety while the higher tiers are meant as an incentive for providers to increase and maintain higher quality care. Counties are currently paying reimbursement rates based on the Market Rate Survey of 2015-16 because their allocations were set under those rates and new rules regarding the statute change are being promulgated in the fall of 2018. The state also just rolled out a major overhaul and replatforming of the Child Care Automated Tracking System (CHATS) which requires additional county staff time for training and conversion, In order to align the timing of the county allocation process, the new rules as well as to allow time to convert to the new CHATS system, the new rates from the 2018 market rate survey will go into effect in July 2019 and will be used to inform the counties allocation for state fiscal year 2019-2020. These rates will be evaluated and adjusted annually thereafter.

Other differential rates or tiered rates.

Describe:

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.

Any licensed provider, as well as any license-exempt provider that meets the required health and safety standards, are eligible to participate in the Colorado Child Care Assistance Program (CCCAP), the CCDF subsidy program. The state conducted an analysis in 2015 using the Provider Cost of Quality Calculator (PCQC) tool to better understand the fixed costs for providers at different quality levels. This analysis helped to inform the percentiles of the market rate that the state sets by county, provider type and age served. These percentiles support Colorado's tiered reimbursement approach, where higher levels of quality are supported through higher reimbursement rates. The base rates (Level 1, lowest tier) are meant to be enough to cover the costs of meeting basic health and safety while still low enough to encourage quality improvement. As of July 2018, approximately 40% of licensed providers have a fiscal agreement with CCCAP and thus participate at some level with 59% of children under age 5 receiving subsidy are being served by a high quality provider (Level 3 through 5). Despite the CDHS's effort to reimburse providers at competitive rates, many providers still may charge a private pay rate that is higher than the CCCAP reimbursement rate, and for these providers, rates present a barrier to participation or as a reason for limiting their participation (i.e., limiting

the number of children served through CCDF subsidies accepted). Additionally, some providers cite the added administrative burden that accompanies CCDF subsidies as a barrier. Finally, there is insufficient funding at the State and Federal levels to fully cover the cost of high quality care for all interested and eligible families. This presents a barrier to providing access to the entire population in need of subsidized care.

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.

In 2018, state statute was amended to require that child care provider rates be evaluated annually through a market rate study (using market rate survey results). These rates are also tied to the county allocations for child care subsidy. Currently, rates are then tiered by quality such that providers with the highest ratings within the Colorado Shines Quality Rating and Improvement System receive higher reimbursement rates (75th percentile for Levels 4 and 5; 50th percentile for Level 3) based on the appropriate market rate (rate by county/provider type/age). Providers who meet the basic quality standards in Licensing (Level 1 or Level 2) receive the base reimbursement rate (10th percentile or 25th percentile for infants and toddlers). These percentiles were informed through the use of the Provider Cost of Quality Calculator (PCQC) tool. The base rate is meant to address the cost of basic health and safety while the higher tiers are meant as an incentive for providers to increase and maintain higher quality care. Counties are currently paying reimbursement rates based on the Market Rate Survey of 2015-16 because their allocations were set under those rates and new rules regarding the statute change are being promulgated in the fall of 2018. The state also just rolled out a major overhaul and replatforming of the Child Care Automated Tracking System (CHATS) which requires additional county staff time for training and conversion, In order to align the timing of the county allocation process, the new rules as well as to allow time to convert to the new CHATS system, the new rates from the 2018 market rate survey will go into effect in July 2019 and will be used to inform the counties allocation for state fiscal year 2019-2020. These rates will be evaluated and adjusted annually thereafter.

c) Describe how base payment rates enable providers to meet health, safety, quality, and staffing requirements under CCDF.

Using the Provider Cost of Quality Calculator (PCQC), a model was developed to inform

the reimbursement rate (percentile of the market) that would allow the majority of Level 1 providers to meet the costs of basic health and safety requirements under Licensing. In general, this model indicated the 10th percentile of the market rate approximated these costs. Except for infant and toddlers, where the cost of care is much higher, so the Colorado Department of Human Services, Office of Early Childhood, as the Lead Agency, set the base rate for Level 1 providers at the 25th percentile for infants and toddlers. The Office of Early Childhood recognizes that these data are idealized and based on market rates, not costs, and that there are differences in market costs across different communities. These results were compared across different communities based on the market rate survey data collected and the cost of living in each county. In general, the Office of Early Childhood sets rates relative to the prices charged within particular markets, prices which sustain businesses (i.e., meet or exceed costs over time at the market-level) that meet the health, safety, quality, and staffing requirements under CCDF.

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 rates suggested for CCCAP are currently based primarily on the price charged for particular types of care in particular communities, not the costs associated with providing that care. Using the price data, the state then tiers rates based on the quality rating of providers paying higher rates for higher quality (Levels 3 through 5 in the Colorado Shines Quality Rating and Improvement System). As mentioned above, the state conducted an analysis in 2015 using the Provider Cost of Quality Calculator (PCQC) tool to better understand the fixed costs for providers at different quality levels. This analysis helped to inform the percentiles of the market rate that the state sets by county, provider type and age served.

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

Colorado's co-payment structure is based on a percentage of household income for the first child and a flat fee for each additional child. For the first child, the percentage of income paid as a parent fee increases as the family's income increases relative to the Federal Poverty Level (FPL). For example, families with an income at or below 100% of the FPL pay 1% of their income for the first child in care. Families above 100% and at or below 103% pay 2% of their income for the first child in care and so on. Currently, the maximum co-pay a family will pay for the first child is 14% of their income. The state is reevaluating the parent co-pay structure during this plan period to ensure parent co-pays remain affordable.

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.

Colorado has moved the exit eligibility to 85% State Median Income for all counties such that increases in income alone never terminate assistance unless a family's income exceeds the max allowed by Federal law.

Other.

Describe:

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.

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.

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.

g) Describe how Lead Agencies' payment practices described in 4.5 support equal access to a range of providers.

The CDHS has made efforts to reduce challenges associated with payment, including ensuring payments are not more than 21 days after the date care was provided, and allowing counties to contract for slots rather than reimburse for care provided. These efforts allow for more reliable and timely reimbursement and help to ensure a providers ability to carry costs over time is less of an impediment to accepting CCCAP.

h) Describe how and on what factors the Lead Agency differentiates payment rates. Check all that apply.

Geographic area.

Describe:

Rates vary by county.

Type of provider.

Describe:

Rates vary by type of provider as defined by the license: homes, centers, preschools and school age.

Age of child.

Describe:

Rates vary by age ranges.

Quality level.

Describe:

Rates are tiered by quality as determined by the Colorado Shines Quality Rating and Improvement System such that providers with the highest quality ratings (Level

3 through Level 5) receive the 75th percentile (Levels 4 & 5) of the appropriate market rate (rate by county/provider type/age) and those at Level 3 receive the 50th percentile. Those at the lowest quality levels (Levels 1 and 2) receive the 10th percentile (25th percentail for infant and toddler 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:

State determined reimbursement rates are set at the 75th percentile of the appropriate market,for all high quality providers (providers with a quality rating of Level 4 or 5).

Based on the approved alternative methodology, payments rates ensure equal access.

Describe:

Feedback from parents, including parent surveys or parental complaints.

Describe:

Other.

Describe:

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.

Paying within no more than 21 calendar days of the receipt of a complete invoice for services.

Describe the policy or procedure.

The Colorado Department of Human Services Child Care Automated Tracking system

(CHATS) generates weekly payments, ensuring providers are paid no later than 21 days of submitting payment information.

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.

County departments of human services may enter into contract for slots agreements with licensed child care providers. The purpose of these contracts is to negotiate a guaranteed payment, based on full-time or part-time monthly units, regardless of occasional absences. There are currently no counties taking advantage of this option but several counties are expressing interest. The State is working on solutions to support counties to adopt this policy option.

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).

All payments are based on full-time or part-time units. Full-time is defined as more than five hours. Part-time care is defined as up to five hours. Part-time rates are calculated as 55% of the full time rate.

ii. Paying for reasonable mandatory registration fees that the provider charges to private-paying parents.

Describe the policy or procedure.

County departments of human services may pay licensed providers for registration, activity and transportation fees that are customarily charged to private-paying parents.

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 Colorado Child Care Assistance Program (CCCAP) Fiscal Agreement includes the general payment policies, rates, and any fees charged by the providers. The agreement also details provider rights and responsibilities and the dispute resolution process for fiscal agreement termination and payment dispute. In addition, some counties also include additional county payment policies that detail the county specific information, such as number of holidays/absences, registration, activity and transportation allowances, payment and manual claim information. Because Colorado is State supervised and county administered, the rates vary by county. To inform providers of the potential maximum reimbursement, each county uses the template within the fiscal agreement and fills in their county ceiling for each quality tier. These maximums are noticed to providers so that they are informed of what their private pay rates will be compared against. Once the provider's private pay rates are received and viewed, they are compared to county ceiling and the provider gets their rates or the county ceiling, whichever is less. The provider receives a copy of the executed fiscal agreement and a rate notification of what their specific daily rate reimbursement per age category. A

payroll run cycle calendar is also included which details the payroll dates for the year as well as general information about submitting manual claims for days not automatically reimbursed through the Colorado Department of Human Services Child Care Automated Tracking System (CHATS).

The CCCAP Authorization Eligibility Notice details the effective begin and end dates of approved care, the schedule detailing days per month and unit of care (full time more than 5 hours/day up to 12 hours/day, part time up to 5 hours/day, full time/part time more than 12 hours to 17 hours/day and full time/full time more than 17 hours per day but less than 24 hours per day) and individualized parental fee amounts due per child. This notice also details rule related to parental reporting responsibilities for program compliance as well as detailing the case penalties associated with giving false information by deed or omission. Finally, this notice outlines the benefits dispute resolution process for clients.

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:

In addition to receiving notices through mail, email, or fax, child care providers also have access to notices electronically through the Attendance Tracking System(ATS). The ATS is a web-based system specifically designed to track a child's attendance for payment purposes as well as give providers access to up-to-date eligibility, authorization and payment status for Colorado Child Care Assistance Program families.

f) The Lead Agency has a timely appeal and resolution process for payment inaccuracies and disputes. Describe:

The timely appeal and resolution process for payment inaccuracies and disputes is detailed in the executed fiscal agreement between the county and the provider. Colorado uses an automated system for attendance billing and payment, providers are to reconcile their weekly payment summaries. If a provider finds that a payment was inaccurate or missing, they submit a written manual claim (state form) to the county detailing what day/time/child they are claiming the discrepancy in payment. The claim must be submitted within 60 days of care or the provider forfeits payment. Once the manual claim is submitted to the county, the claim with corresponding signatures on attendance records is reviewed against the client's case file and eligibility. If needed, the county is also to contact the child care provider and parent(s) to resolve the discrepancy. If the

county agrees with the discrepancy, the claim is paid within 30 days of receipt by the county. If the county disagrees with the manual claim, the manual claim is denied and the provider is notified. If the provider disputes the county review, the provider can request an informal county level conference in writing within 15 calendar days of the date of action of the manual claim denial. The information about how to request a conference and to whom is detailed in the fiscal agreement. A county must set the conference within 2 weeks of receiving the written request from the provider. The resolution from the conference is then provided to the child care provider within 15 calendar days of the conference.

g) Other. Describe:

No other practices are used other than what is included above.

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:

Counties may choose to pay utilizing different rate types to pay based on provider type for specialized care, such as care for children with special needs, overnight care and license-exempt care. Counties have the flexibility in determining the number of absences and/or holidays they pay, as long as it meets the minimums set by state statute. Additionally, counties have the option to pay for hold spaces or drop in days to allow payment for days that cover a break in care or care that is outside of the standard authorization schedule. Counties also have the option to cover the cost of registration, activity, and transportation fees that a provider may charge a family. Lastly, counties may enter into a slot contract with a provider in order to increase the supply and improve the quality of child care for county identified target populations.

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.

The Colorado Department of Human Services uses census defined county subdivisions to approximate communities and tracks a variety of data by these geographies, including the supply of quality child care related to the potential demand. To get a sense of the approximate degree of shortages across the state, the analysis of the aggregate licensed capacity for Centers, Homes and Preschools compared to the population of children under five years old (aggregate licensed capacity/population under age 5). This provides a ratio of licensed capacity to population within each of Colorado's 209 communities, and a sense of the communities with greater degrees of shortage of available licensed care. These data can also be tracked for high quality providers only to provide a sense of relative shortage of care rated as high quality. The data is reviewed regularly to track progress over time in the supply of high quality licensed care.

In licensed child care centers.

The Colorado Department of Human Services uses census defined county subdivisions to approximate communities and tracks a variety of data by these geographies, including the supply of quality child care related to the potential demand. To get a sense of the approximate degree of shortages across the state, the analysis of the aggregate licensed capacity for Centers, Homes and Preschools compared to the population of children under five years old (aggregate licensed capacity/population under age 5). This provides a ratio of licensed capacity to population within each of Colorado's 209 communities, and

a sense of the communities with greater degrees of shortage of available licensed care. These data can also be tracked for high quality providers only to provide a sense of relative shortage of care rated as high quality. The data is reviewed regularly to track progress over time in the supply of high quality licensed care.

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 Colorado Department of Human Services, Office of Early Childhood, contracts with our Child Care Resource and Referral agencies, and Early Childhood Councils, to recruit and retain providers as well as support quality improvement—particularly in underserved areas. Additionally, under the Colorado Child Care Assistance Program (CCCAP), each county has the option of developing contracts for slots with licensed child care centers and family child care homes. Contracts for slots serve the purposes of increasing supply, quality and serving vulnerable and underserved families.

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

The Colorado Department of Human Services provides technical assistance through Child Care Licensing to all providers, particularly those in underserved

areas, rural areas and those with unique challenges. In addition, the CDHS contracts with our Child Care Resource and Referral agencies to provide technical assistance to all existing programs particularly those in underserved areas, The Early Childhood Councils are charged with providing technical assistance to providers pursuing higher levels of quality within the Colorado Shines Quality Rating and Improvement System, particularly in underserved areas.

[Recruitment of providers.](#)

[Describe:](#)

The Colorado Department of Human Services, Office of Early Childhood, contracts with our Child Care Resource and Referral agencies to recruit new licensed programs and provide technical assistance to existing programs statewide but particularly in underserved areas.

[Tiered payment rates \(as discussed in 4.3.2\).](#)

[Describe:](#)

The CDHS sets tiered rates to programs participating in the Colorado Shines Quality Rating and Improvement System based on the quality level achieved by the programs in all areas of the state, including those in underserved areas.

[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 Colorado Department of Human Services, Office of Early Childhood requires through Child Care Licensing rule that staff consult with a currently Colorado licensed registered nurse with knowledge and experience in maternal and child health, a pediatric nurse practitioner, or a family nurse practitioner, or a pediatrician at least once a month at the child care facility. The monthly consultation must be

specific to the needs of the facility and include some of the following topics: training, delegation and supervision of medication, administration and special health procedures, health care, hygiene, disease prevention, equipment safety, nutrition, interaction between children and adult caregivers, and normal growth and development. For those underserved areas that struggle with access to a child care health consultant, the CDHS now allows for periodic telehealth sessions in place of some of the required in-person visits.

[Mental Health Consultation.](#)

[Describe:](#)

The Colorado Department of Human Services, Office of Early Childhood requires through rule that child care centers develop procedure on guidance, positive instruction, supporting positive behavior, discipline and consequences, including how the program will access an early childhood mental health consultant or other specialist as needed. The Office contracts with early childhood mental health consultants to provide consultation to providers statewide, particularly in underserved areas.

[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 CDHS contracts with our Child Care Resource and Referral agencies, as well as Early Childhood Councils, to recruit and retain providers as well as support quality improvement statewide, with infant and toddler care as an identified priority area. Additionally, under the Colorado Child Care Assistance Program (CCCAP), each county has the option of developing contracts for slots with licensed child care centers and family child care homes. Contracts for slots serve the purpose of increasing supply and quality and serving vulnerable and underserved families.

- Family child care networks.

Describe:

- Start-up funding.

Describe:

- Technical assistance support.

Describe:

The Colorado Department of Human Services provides technical assistance through Child Care Licensing to all providers including those serving infants. In addition, the Office of Early Childhood contracts with Early Childhood Councils to implement the Colorado Shines quality improvement efforts which includes capital improvement grants to support quality and availability of infant and toddler slots specifically.

- Recruitment of providers.

Describe:

- Tiered payment rates (as discussed in 4.3.2) .

Describe:

The Colorado Department of Human Services sets tiered rates to programs participating in the Colorado Shines Quality Rating and Improvement System based on the quality level achieved by the programs in all areas of the state, including a higher base rate for infant and toddler care.

- 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 Colorado Department of Human Services, Office of Early Childhood requires through Child Care Rule that staff consult with a currently Colorado licensed registered nurse with knowledge and experience in maternal and child health, a pediatric nurse practitioner, or a family nurse practitioner, or a pediatrician at least once a month at the child care facility. The monthly consultation must be specific to the needs of the facility and include some of the following topics: training, delegation and supervision of medication, administration and special health procedures, health care, hygiene, disease prevention, equipment safety, nutrition, interaction between children and adult caregivers, and normal growth and development.

[Mental Health Consultation.](#)

[Describe:](#)

The Colorado Department of Human Services, Office of Early Childhood requires through rule that Child Care Centers develop procedure on guidance, positive instruction, supporting positive behavior, discipline and consequences, including how the program will access an early childhood mental health consultant or other specialist as needed. The Office contracts with early childhood mental health consultants to provide consultation to providers statewide, including those that serve infants and toddlers.

[Other.](#)

[Describe:](#)

The Colorado Department of Human Services, Office of Early Childhood provides the Expanding Quality in Infant and Toddler Care Initiative as a training and professional development strategy to enhance child care providers' ability to provide developmentally appropriate services for infants and toddlers. The primary goal of the Expanding Quality in Infant Toddler Care (EQ) Initiative is to increase the quality and availability of responsive care for infants and toddlers throughout Colorado by: 1) Strengthening the skills and knowledge base of Early Childhood professionals working with infants and toddlers; 2) Building capacity and promoting systemic change to foster increased quality and availability of care and services; 3)

Supporting leadership and collaboration at the community level; and 4) Facilitating professional development for infant toddler professionals, particularly those who are teaching or coaching infant toddler teachers.

Colorado also leverages the Colorado Shines Professional Development Information System to offer a number of self-paced e-learning modules that reinforce best practices for providing developmentally appropriate services for infants and toddlers. Detailed course information is noted within the course catalog (<https://ecpd.costartstrong.org>).

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:

The Colorado Department of Human Services, Office of Early Childhood, contracts with our Child Care Resource and Referral agencies, as well as Early Childhood Councils, to recruit and retain providers as well as support quality improvement statewide, which must include serving families with children with disabilities. Additionally, under the Colorado Child Care Assistance Program (CCCAP), each county has the option of developing contracts for slots with licensed child care centers and family child care homes. Contracts for slots serve the purpose of increasing supply and quality and serving vulnerable and underserved families.

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

The Colorado Department of Human Services, Office of Early Childhood, contracts

with our Child Care Resource and Referral agencies to provide technical assistance for providers, including those serving children with special needs.

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 Colorado Department of Human Services, Office of Early Childhood requires through Child Care Rule that staff consult with a currently Colorado licensed registered nurse with knowledge and experience in maternal and child health, a pediatric nurse practitioner, or a family nurse practitioner, or a pediatrician at least once a month at the child care facility. The Child Health consultant must work with providers on a health plan that specifically accommodates enrolled children with disabilities. The monthly consultation must be specific to the needs of the facility and include some of the following topics: training, delegation and supervision of medication, administration and special health procedures, health care, hygiene, disease prevention, equipment safety, nutrition, interaction between children and adult caregivers, and normal growth and development.

Mental Health Consultation.

Describe:

The Colorado Department of Human Services, Office of Early Childhood requires through rule that child care centers develop procedure on guidance, positive

instruction, supporting positive behavior, discipline and consequences, including how the program will access an early childhood mental health consultant or other specialist as needed. The Office contracts with early childhood mental health consultants to provide consultation to providers statewide, including those with disabilities.

Other.

Describe:

Counties may opt to set higher reimbursement rates for care for children with special needs, including disabilities.

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:

Under the Colorado Child Care Assistance Program (CCCAP), each county has the option of developing contracts for slots with licensed child care centers and family child care homes. Contracts for slots serve the purpose of increasing supply and quality and serving vulnerable and underserved families.

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:

- 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:

County departments of human services may opt to pay higher rates for care during non-traditional hours.

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:

Under the Colorado Child Care Assistance Program (CCCAP), each county has the option of developing contracts for slots with licensed child care centers and family child care homes that increase the supply of care for other prioritized populations according to local need.

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:

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 Colorado Department of Human Services defines significant concentrations of poverty and unemployment in alignment with programmatic needs, which often vary by case. However, among the most common is the portion of the population that falls under 185% FPL, which aligns with the Colorado Child Care Assistance Program (CCCAP) eligibility. This allows the CDHS to identify the portion of various communities that may be eligible for subsidies as a mechanism to provide access to high quality child care. The Department tracks progress in this area on a monthly basis through C-Stat, the Department's performance management strategy.

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 Colorado Department of Human Services utilizes a rubric that considers high concentrations of poverty and unemployment in areas that lack high quality child care as a factor to inform the award of quality improvement funds. Specifically, the Quality Improvement Program Provider Selection Rubric takes into consideration a high need score. The high need score is determined through the calculation of points for program level enrollment data and community level census data for high need categories. Enrollment data is self-reported within the profile for each program. Programs report enrollment counts for children receiving tuition support from one or more of the following funding sources: Colorado Child Care Assistance Program, Colorado Preschool Program, Head Start/Early Head Start. In addition, programs report enrollment counts for children receiving services and supports through an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP). Programs also receive points based on community level scores for the following high need categories:

1. Poverty

2. Dual Language Learners
3. Children residing on Tribal Land
4. Foreign Born

ACS Census data is uploaded to the Colorado Shines Quality Rating and Improvement System Database on an annual basis to inform the community level score for a program. The rubric also considers additional factors, such as the percentage of child care subsidy enrollments, years of operation, quality rating level (offering higher points to lower quality rating levels), whether a program utilizes a formal curriculum and/or child assessment approach, staff professional development (training) and planning time, and the capacity of the program to expand slots for children receiving child care subsidy. Early Childhood Councils, as the local implementation partner for the quality improvement programs, score the quality improvement applications received by programs against the rubric to determine the award of quality improvement funds. Quality funding is used to support the following:

1. Financial grants for classroom learning materials
2. Staff professional development,
3. Substitute coverage or overtime pay for training attendance, and technology support
4. On-site coaching to support administrative and teaching staff in quality improvement efforts and implementing best practices
5. Access to a Quality Improvement Navigator for hand-on support and technical assistance
6. A quality rating through the Colorado Shines Quality Rating and Improvement System (QRIS)

Grants are awarded through a general accounting encumbrance and programs in areas with significant concentrations of poverty and unemployment are prioritized.

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.

Center-based child care.

Describe and Provide the citation:

Child Care Center means a facility that is maintained for the whole or part day for the care of five or more children who are eighteen years of age or younger and who are not related to the owner, operator or manager, with or without compensation. This term includes, but is not limited to day care centers, preschool, school age child care centers, before and after school programs, nursery schools, kindergarten, day camp, summer camp and centers for children with developmental disabilities. 7.701.11 (A) & (B) 12 CCR 2509-8 and 7.701.2 (C) 12 CCR 2509-8

Family child care.

Describe and Provide the citation:

Family Child Care Home means a facility for care of children in a place of residence of a family or person for the purpose of providing less than twenty four hour care for children under the age of eighteen years who are not related to the provider. "Family child care home" may include infant toddler child care homes, large child care homes and experienced child care homes. 7.701.11 (A) & (B) 12 CCR 2509-8 and 7.701.2 (A) 12 CCR 2509-8.

In-home care (care in the child's own home).

Describe and provide the citation (if applicable):

License-exempt care provided by a relative or non-relative in the child's own home by a person that does not meet the definition of an adult caretaker or teen parent. 3.913.1 (B) 9 CCR 2503-9

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. Legally-exempt relative providers are exempt from most licensing requirements, but not fingerprint based criminal background checks, child abuse registry and sexual abuse registry checks. Requiring legally-exempt relative providers to complete background checks helps ensure children who receive CCDF services are not endangered by the exemption from licensing. To ensure children who receive CCDF services are not endangered by exempting them from most licensing requirements, the Colorado Department of Human Services requires all legally exempt providers, both relatives and non-relatives, who provide child care in their homes or the homes of relative children, sign a self-assurance form that addresses: 1) building and physical premises safety and 2) completion of health and safety training. The self-assurance form also contains a requirement for non-relatives related to the prevention and control of infectious disease. Relative providers are exempt from meeting this requirement. Parents are responsible for monitoring providers to the requirements in the self-assurance form.

Non-relative exempt providers will be monitored on-site annually by Colorado Department of Human Services Child Care Licensing staff and will complete pre-service training. The monitoring tool is an abbreviated version of the tool used for licensed programs, and is based on standards from Caring for Our Children.

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.

Family child care.

If checked, describe the exemptions.

Qualified exempt child care provider: A non-licensed family child care home in which less than 24 hour care is given at any one time for up to four children, related or unrelated to the caregiver. No more than two children under the age of two years may be cared for at any one time. (3.913.1 (B)(1) 9 CCR 2503-9).

Care types include:

"Relative out-of-home care" means care provided by a relative in another location by a person who does not meet the definition of "adult caretaker" or "teen parent".

"Non-relative out-of-home care" means care provided by a person, who is not related to the child, in another location by a person who does not meet the definition of "adult caretaker" or "teen parent".

In-home care.

If checked, describe the exemptions.

Qualified exempt child care provider: A non-licensed family child care home in which less than twenty-four (24) hour care is given at any one time for: Any number of children directly related to the provider; Any number of siblings from one family unrelated to the provider; or, up to four (4) children, who are unrelated to the provider. No more than two (2) children under the age of two (2) years may be cared for at any time if the provider's own children are in the provider's care as they are counted toward the maximum capacity of four (4). The relationships for care outlined include:

1) "Relative in-home care" means care provided by a relative in the child's own home by a person who does not meet the definition of "adult caretaker" or "teen parent".

2) "Non-relative in-home care" means care provided by a person, who is not related to the child, in the child's own home by a person who does not meet the definition of "adult caretaker" or "teen parent".

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):

The age definition of an infant is six weeks to 18 months old.

Overlap between ages infant/toddler/preschool are to allow time for transition appropriate to the child's development. If a classroom is licensed as an infant program all infant rules apply, as a toddler all toddler rules, etc.

-- Ratio:

The ratio of child care professionals to number of infants is 1:5.

-- Group size:

The group size is 10 infants.

-- Teacher/caregiver qualifications:

Teacher/caregiver qualifications: An infant lead teacher must have verified training and experience in one of the following areas:

1. A registered nurse, licensed to practice in Colorado, with a minimum of six months of experience in the care of infants.

2. A licensed practical nurse, licensed to practice in Colorado, with 12 months of experience in the care of infants.
3. An adult who holds a certificate in infant and toddler care from an accredited college or university with completion of a minimum of 30 semester hours in the development and care of infants and toddlers in a group setting.
4. An adult who is currently certified as a Child Development Associate (CDA).
5. An adult who: 1) Holds a current Early Childhood Professional Credential Level III Version 2.0; 2) Has completed one three-semester-hour class in infant/toddler development; or, 3) Has completed the Colorado Department of Human Services-approved Expanding Quality in Infant and Toddler Care course of training and holds 12 months of verifiable full-day experience working with infants and/or toddlers.
6. An adult who: 1) Is at least 19 years of age, and, 2) Is qualified as an early childhood teacher (7.702.44 (A) 12 CCR 2509-8), and, 3) Has a minimum of 12 months of verifiable full-day experience in the group care of infants or toddlers; and, 4) Has completed at least two three-semester hour college courses from a regionally accredited college or university on the development and care of infants and toddlers in a group setting, one of which must be infant/toddler development or the Colorado Department of Human Services-approved Expanding Quality in Infant and Toddler Care course of training.
7. An adult who: 1) Is at least 19 years of age; and, 2) Is qualified as an early childhood teacher (7.702.44 (A) 12 CCR 2509-8); and, will complete within the first six months of employment two (2) three semester hour college courses from a regionally accredited college or university with one of the courses being infant/toddler development or the Colorado Department of Human Services-approved Expanding Quality in Infant and Toddler Care course of training.

An **infant program early childhood teacher** must have completed eight hours of orientation in the infant program from the infant program supervisor including, but

not limited to, the following topics:

- a. Toys and equipment, appropriate activities for infants and toddlers, appropriate sleep positions for infants and toddlers, the safe and appropriate diaper change technique; and,
- b. At least six months of experience in the care of infants or toddlers; and,
- c. Meet qualifications for an early childhood teacher found at 7.702.44 (A) 12 CCR 2509-8 or be qualified as an infant program supervisor.

The **infant program staff aide** must be at least 18 years of age, must have completed eight hours of orientation as listed above, at the infant program and must work under the direct supervision of an infant early childhood teacher.

2. Toddler

-- How does the State/territory define toddler (age range):

The age definition of a toddler is 12 months to 36 months old.

Overlap between ages infant/toddler/preschool are to allow time for transition appropriate to the child's development. If a classroom is licensed as an infant program all infant rules apply, as a toddler all toddler rules, etc.

-- Ratio:

The ratio of child care professionals to number of toddlers is 1:5 for one to two year olds and 1:7 for two to three year olds.

-- Group size:

The group size is 10 for one to two year olds and 14 for two to three year olds.

-- Teacher/caregiver qualifications:

A lead teacher must meet at least one of the following qualifications:

1. A registered nurse, licensed to practice in Colorado, with a minimum of six

months of experience in the care of infants and/or toddlers.

2. An adult who holds a certificate in infant and toddler care from a regionally accredited college or university with completion of at least 30 semester hours or equivalent in such courses as child growth and development, nutrition, and care practices with children birth to three years of age.

3. An adult who is certified as a Child Development Associate (CDA) or Certified Child Care Professional (CCP) or holds another Colorado Department of Human Services-approved certificate.

4. A licensed practical nurse with at least 12 months of verifiable experience in the care of children less than three years of age.

5. An adult who meets the education and experience requirements for early childhood teacher of a large center (7.702.44 (A) 12 CCR 2509-8).

6. A current Colorado Early Childhood Professional Credential Level III Version 2.0.

Staff aides must be at least 16 years of age, must work directly under the supervision of the director or a toddler Early Childhood Teacher, and must have completed eight hours of orientation at the toddler program.

3. Preschool

-- How does the State/territory define preschool (age range):

The age definition of a preschooler is two and a half years to five years old.

Overlap between ages infant/toddler/preschool are to allow time for transition appropriate to the child's development. If a classroom is licensed as an infant program all infant rules apply, as a toddler all toddler rules, etc.

-- Ratio:

The ratio of child care professionals to number of preschoolers is 1:8 for two and a half years to three years of age; 1:10 for three to four years of age; 1:12 for four to

five years of age.

-- Group size:

The group size is 16 for ages two and a half to three years; 20 for three to four years; 24 for four to five years.

-- Teacher/caregiver qualifications:

Early Childhood Teacher:

An Early Childhood teacher must meet at least one of the following qualifications:

1. A Bachelor's degree in Early Childhood Education, Elementary Education, Special Education, Family and Child Development, or Child Psychology.
2. A Bachelor's degree from a regionally accredited college or university with a major area of study in any area other than those listed at 7.702.44 (A)(1)(a) 12 CCR 2509-8 and additional two, three-semester hour early childhood education college courses with one course being either introduction to early childhood education or guidance strategies.
3. Current Early Childhood Professional Credential Level III Version 2.0.
4. A two-year college degree, 60 semester hours, in early childhood education from a regionally accredited college or university, which must include at least two, three-semester hour courses, one of which must be either introduction to early childhood education or guidance strategies; and at least six months (910 hours) of satisfactory experience.
5. Completion of 12 semester hours from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas in early childhood education and one of the three semester hour courses must be either introduction to early childhood education or guidance strategies, plus nine months (1,395 hours) of verified experience in the care and supervision of four or more children less than six years of age who are not related to the individual.

6. Completion of a vocational or occupational education sequence in child growth and development plus 12 months (1,820 hours) of verified experience in the care and supervision of four or more children less than six years of age who are not related to the individual.
7. Current certification as a Child Development Associate (CDA) or other Colorado Department of Human Services-approved credential.
8. Completion of a course of training approved by the Colorado Department of Human Services that includes training and work experience with children in a child growth and development program plus 12 months (1,820 hours) of verified experience in the care and supervision of four or more children less than six years of age who are not related to the individual.
9. Twenty-four (24) months (3,640 hours) of verified experience in the care and supervision of four or more children less than six years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado family child care home, a teacher's aide or teacher in a child care center, preschool, or elementary school, plus either: 1) A current Colorado Early Childhood Professional Credential Level I; or, 2) Two, three-semester hour early childhood education college courses from a regionally accredited college or university, at either a two-year, four-year or graduate level, in each of the following subject or content areas with one course being either introduction to early childhood education or guidance strategies.

Assistant Early Childhood Teacher:

1. Completion of one of the early childhood education courses in 7.702.42 (A) 12 CCR 2509-8, with a course grade of "C" or better and 12 months (1820 hours) verified experience in the care and supervision of four or more children less than six years of age, who are not related to the individual. Satisfactory experience includes being a licensee of a family child care home; a teacher's aide in a center, preschool or elementary school. Assistant early childhood teachers must be enrolled in and attending the second early childhood education class which will be

used as the basis for their qualification for the position of early childhood teacher;
or,

2. Persons having completed two of the early childhood education classes with a course grade of "C" or better and no experience; or,

3. A current Colorado Early Childhood Professional Credential Level I Version 2.0.

Staff Aide

1. Staff aides must be at least 16 years of age and must work directly under the supervision of the director or an early childhood teacher.

2. Infant staff aides must be at least 18 years of age.

3. Staff aides, without supervision from an early childhood teacher or director, may supervise no more than two preschool age children while assisting the children with diapering or toileting.

4. School-age

-- How does the State/territory define school-age (age range):

The range for a school-age child is five to 18 years of age.

-- Ratio:

The ratio of child care professionals to number of school-age children is 1:15.

-- Group size:

The group size for school age children is 30.

-- Teacher/caregiver qualifications:

A School Age Early Childhood Teacher employed in a child care center must meet one of the following qualifications:

1. A Bachelor's degree in Early Childhood Education, Elementary Education, Special Education, Family and Child Development, or Child Psychology.
2. A Bachelor's degree from a regionally accredited college or university with a major area of study in any area other than those listed at 7.702.44 (A)(1)(a) 12 CCR 2509-8 and additional two, three-semester hour early childhood education college courses with one course being either introduction to early childhood education or guidance strategies.
3. Current Colorado Early Childhood Professional Credential Level III Version 2.0.
4. A two-year college degree, 60 semester hours, in early childhood education from a regionally accredited college or university, which must include at least two, three-semester hour courses, one of which must be either introduction to early childhood education or guidance strategies; and at least six months (910 hours) of satisfactory experience.
5. Completion of 12 semester hours from a regionally accredited college or university, at either a two-year, four-year or graduate level, in each of the following subject or content areas in early childhood education and one of the three semester hour courses must be either introduction to early childhood education or guidance strategies, plus nine months (1,395 hours) of verified experience in the care and supervision of four or more children less than six years of age who are not related to the individual.
6. Completion of a vocational or occupational education sequence in child growth and development plus 12 months (1,820 hours) of verified experience in the care and supervision of four or more children less than six years of age who are not related to the individual.
7. Current certification as a Child Development Associate (CDA) or other Colorado Department of Human Services-approved credential.
8. Completion of a course of training approved by the Colorado Department of Human Services that includes training and work experience with children in a child

growth and development program plus 12 months (1,820 hours) of verified experience in the care and supervision of four or more children less than six years of age who are not related to the individual.

9. Twenty-four (24) months (3,640 hours) of verified experience in the care and supervision of four or more children less than six years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado family child care home, a teacher's aide or teacher in a child care center, preschool, or elementary school, plus either: 1) A current Colorado Early Childhood Professional Credential Level I Version 2; or, 2) Two, three-semester hour early childhood education college courses from a regionally accredited college or university, at either a two-year, four-year or graduate level, in each of the following subject or content areas with one course being either introduction to early childhood education or guidance strategies.

In a program licensed as a School-Aged Child Care Center, program leaders and aides must meet the following qualifications:

Program Leader:

Each program leader must be at least 18 years of age, demonstrate ability to work with children, and must meet all of the following qualifications:

1. Complete the Colorado Department of Human Services-approved course in injury prevention.
2. Complete the Colorado Department of Human Services-approved course in playground safety for School-Aged Child Care Centers. This requirement does not apply to day camps that do not regularly use a playground.
3. Must have at least three months (460 hours) of full-time or equivalent part-time satisfactory and verifiable experience with school-age children.

Program Aide:

A program aide must be at least 16 years of age. Program aides must work directly under the supervision of the program director or program leaders and must never be left alone with children.

Program aides can be counted as staff in determining child care staff ratios.

5. If any of the responses above are different for exempt child care centers, describe which requirements apply to exempt centers

N/A

6. Describe, if applicable, ratios, group sizes, and qualifications for classrooms with mixed age groups.

Ratios and group sizes for centers with mixed ages: ratios for two and a half years of age to six years of age is 1:10, and the group size is 20.

7. Describe the director qualifications for licensed CCDF center-based care, including any variations based on the ages of children in care.

All directors must complete all the following specific coursework:

1. Introduction to early childhood professions
2. Introduction to early childhood lab techniques
3. Early childhood guidance strategies for children
4. Early childhood health, nutrition and safety
5. Administration of early childhood care and education programs
6. Administration: human relations for early childhood professions or introduction to business
7. Early childhood curriculum development
8. Early childhood growth and development
9. The Exceptional Child
10. Infant toddler theory and practice.

Experience requirements include:

1. Persons with Bachelor's or Master's degree with a major emphasis in child development, early childhood education, early childhood special education, or a

current Colorado Early Childhood Professional Credential Level IV Version 2.0.

2. Persons with a two-year college degree in early childhood education must have 12 months (1,820 hours) of verified experience working directly with children in a child development program.

3. Persons with a Bachelor's degree and completion of courses specified in 7.702.42 (A)(3)(a-j) 12 CCR 2509-8 must have 12 months (1,820 hours) of verified experience working directly with children in a child development program.

There are no variations for these requirements based on the ages of children in care.

b) Licensed CCDF family child care provider

1. Infant

-- How does the State/territory define infant (age range):

The age definition for infants is birth to 12 months of age.

-- Ratio:

The ratio for a regular family child care home and large child care home regardless of the number of providers is no more than two infants under the age of two years. A three under two provider may care for up to three children under the age of two years, with no more than two children under 18 months. An Infant-Toddler Home may care for up to four children with one provider or eight children with two caregivers.

-- Group size:

The group size for a licensed Family Child Care Home is six to 12 children with no more than two children under the age of two years of age, except where otherwise stated for specific license types.

-- Teacher/caregiver qualifications:

Providers and/or substitutes must be at least 18 years of age. Aides must be at least 16 years of age. Aides and volunteers must work under the direct supervision

of a primary provider at all times. Completion of 15 hours pre-licensing training, CPR and First Aid Certification, Standard Precautions, and Medication Administration Training is required. The primary provider must be the resident of the home. The "three under two provider" and the "infant-toddler provider" must complete the Colorado Department of Human Services approved Expanding Quality in Infant and Toddler Care 48-hour course of training.

The "experienced child care provider" must have been licensed in Colorado for at least six consecutive years and complete 90 clock hours of training in the preceding six years including the Colorado Department of Human Services approved Expanding Quality in Infant and Toddler Care 48-hour course of training.

2. Toddler

-- How does the State/territory define toddler (age range):

The age definition for a toddler is a one to two years old child.

-- Ratio:

The ratio for a "regular family child care home" and "large child care home", regardless of the number of providers, is no more than two infants or toddlers under the age of two years. A "three under two provider" may care for up to three children under the age of two years, with no more than two children under 18 months. An "infant-toddler home" may care for up to four children with one provider or eight children with two caregivers.

-- Group size:

The group size for a licensed family child care home is six to 12 children with no more than two children under the age of two years, except where otherwise stated for specific license types.

-- Teacher/caregiver qualifications:

Providers and/or substitutes must be at least 18 years of age. Aides must be at least 16 years of age. Aides and volunteers shall work under the direct supervision of a primary provider at all times. Completion of 15 hours pre-licensing training, CPR and First Aid Certification, Standard Precautions, and Medication

Administration Training is required. The primary provider must be the resident of the home. The "three under two provider" and the "infant-toddler provider" must complete the Colorado Department of Human Services approved Expanding Quality in Infant and Toddler Care 48-hour course of training.

The "experienced child care provider" must have been licensed in Colorado for at least six consecutive years and complete 90 clock hours of training in the preceding six years including the Colorado Department of Human Services approved Expanding Quality in Infant and Toddler Care 48-hour course of training.

3. Preschool

-- How does the State/territory define preschool (age range):

The age range for a preschool child is two years of age to five years of age.

-- Ratio:

The ratio for a "regular family child care home" and "large child care home", regardless of the number of providers is no more than two infants or toddlers under two years of age. A "three under two provider" may care for up to three children under two years of age, with no more than two children under 18 months. An "infant-toddler home" may care for up to four children with one caregiver or up to eight children with two caregivers.

-- Group size:

The group size for a licensed family child care home is six to 12 children with no more than two children under two years of age, except where otherwise stated for specific license types.

-- Teacher/caregiver qualifications:

Providers and/or substitutes must be at least 18 years of age. Aides must be at least 16 years of age. Aides and volunteers must work under the direct supervision of a primary provider at all times. Completion of 15 hours pre-licensing training, CPR and First Aid Certification, Standard Precautions, and Medication Administration Training is required. The primary provider must be the resident of the home. The "three under two provider" and the "infant-toddler provider" must

complete the Colorado Department of Human Services approved Expanding Quality in Infant and Toddler Care 48-hour course of training.

The "experienced child care provider" must have been licensed in Colorado for at least six consecutive years and complete 90 clock hours of training in the preceding six years including the Colorado Department of Human Services approved Expanding Quality in Infant and Toddler Care 48-hour course of training.

4. School-age

-- How does the State/territory define school-age (age range):

The age range definition of a school-age child is five to 18 years of age.

-- Ratio:

The ratio for a regular family child care home and large child care home regardless of the number of providers is no more than two infants or toddlers under two years of age. A "three under two provider" may care for up to three children under two years of age, with no more than two children under 18 months. An "infant-toddler home" may care for up to four children with one caregiver or up to eight children with two caregivers.

-- Group size:

The group size for a licensed Family Child Care Home is six to 12 children with no more than two children under two years of age, except where otherwise stated for specific license types.

-- Teacher/caregiver qualifications:

Providers and/or substitutes must be at least 18 years of age. Aides must be at least 16 years of age. Aides and volunteers must work under the direct supervision of a primary provider at all times. Completion of 15 hours pre-licensing training, CPR and First Aid Certification, Standard Precautions, and Medication Administration Training is required. The primary provider must be the resident of the home. The "three under two provider" and the "infant-toddler provider" must complete the Colorado Department of Human Services approved Expanding Quality in Infant and Toddler Care 48-hour course of training.

The "experienced child care provider" must have been licensed in Colorado for at least six consecutive years and complete 90 clock hours of training in the preceding six years including the Colorado Department of Human Services approved Expanding Quality in Infant and Toddler Care 48-hour course of training.

5. If any of the responses above are different for exempt family child care homes, please describe which requirements apply to exempt homes

Legally exempt child care homes are limited to children related to the provider and children from one unrelated family. These arrangements cannot exceed four children, with no more than two of these children under two years of age. The four-child limit includes all related children under 18 years of age still living within the legally exempt child care home.

c) In-home CCDF providers:

1. Describe the ratios

If care is provided to children from more than one unrelated family, the ratio is up to four (4) children per home, related or unrelated to the caregiver, with no more than two children under the age of two may be cared for at any one time. (3.913.1 (B)(1) 9 CCR 2503-9). Relative care is limited to no more than two sibling groups at any given time.

2. Describe the group size

Four children if care is provided to children from more than one unrelated family. Relative care is limited to no more than two sibling groups at any given time.

3. Describe the maximum number of children that are allowed in the home at any one time.

Four children if care is provided to children from more than one unrelated family. Relative care is limited to no more than two sibling groups at any given time.

4. Describe if the state/territory requires related children to be included in the child-to-provider ratio or group size

If care is provided to children from more than one unrelated family, up to four (4) children, related or unrelated to the caregiver with no more than two children under the

age of two, may be cared for at any one time (3.913.1 (B)(1) 9 CCR 2503-9). Relative care is limited to no more than two sibling groups at any given time.

5. Describe any limits on infants and toddlers or additional school-age children that are allowed for part of the day

If care is provided to children from more than one unrelated family, the limit on infants and toddlers is no more than two children under the age of two and no more than four total children in care at any given time.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes in the child care licensing standards requirements on the prevention and control of infectious disease (including immunizations). These requirements include: 1) procedures for reporting communicable illness; 2) children and staff immunization

requirements; 3) Colorado Child Care Health Consultant meetings; 4) Standard Precautions and Immunization Collection Training; and, 5) Physical premises maintenance.

In addition, Child Care Centers and School-Aged Child Care Centers must document compliance with the Colorado Department of Public Health and Environment rules and regulations governing the health and sanitation of child care facilities. The "Rules And Regulations Governing The Health And Sanitation Of Child Care Facilities In The State Of Colorado" 6 CCR 1010-7 can be found at

<https://www.colorado.gov/pacific/cdphe/child-care>. These rules govern the minimum health and sanitation requirements for the operation and maintenance of child care facilities in order to protect the health of children and staff in these facilities. Content covered in this set of rule include the following:

1. Premises, 7.6 CCR 1010-7;
2. Facility, 7.7 CCR 1010-7;
3. Sanitary Facilities and Controls, 7.8 CCR 1010-7;
4. Interior Design, 7.9 CCR 1010-7;
5. Disease Prevention, 7.10 CCR 1010-7;
6. Food Service, 7.11 CCR 1010-7;
7. Infant and Toddler Programs and as Applicable to Older Children, 7.12 CCR 1010-7;
8. Care of Animals, 7.13 CCR 1010-7;
9. Toxic Materials Management, 7.714 CCR 1010-7; and,
10. Compliance Procedures, 7.715 CCR 1010-7.

-- List all citations for these requirements, including those for licensed and license-exempt programs

7.701.33 (F)(9) 12 CCR 2509-8, 7.701.34 (A) 12 CCR 2509-8, 7.701.52 (B)(1)(c) 12 CCR 2509-8, 7.701.93 (E) 12 CCR 2509-8, 7.702.32 (I) 12 CCR 2509-8, 7.702.33 (G) 12 CCR 2509-8, 7.702.33 (N) 12 CCR 2509-8, 7.702.41 (H) 12 CCR 2509-8, 7.702.52 (A)(2)(a) 12 CCR 2509-8, 7.702.52 (E) 12 CCR 2509-8, 7.702.45 (C)(1) 12 CCR 2509-8, 7.702.57 (E) 12 CCR 2509-8, 7.712.41 (L) 12 CCR 2509-8 7.707.32 (A)(4) 12 CCR 2509-8, 7.707.32 (A)(9) 12 CCR 2509-8, 7.707.51 (A)(7) 12 CCR 2509-8, 7.707.71 (A)(1)(c) 12 CCR 2509-8, 7.707.71 (A)(3) 12 CCR 2509-8, 7.707.71 (D)(1) 12 CCR 2509-8, 7.707.72 (A)(1-8) 12 CCR 2509-8, 7.707.72 (B)(1-2) 12 CCR 2509-8,

7.707.72 (C)(1-2) 12 CCR 2509-8, 7.707.75 (E) 12 CCR 2509-8, 7.707.921 (C-E) 12 CCR 2509-8, 7.707.921 (G) 12 CCR 2509-8, 7.712.41 (J) 12 CCR 2509-8, 7.712.41 (L) 12 CCR 2509-8, 7.712.42 (D)(1) 12 CCR 2509-8, 7.712.42 (D)(5) 12 CCR 2509-8, 7.712.52 (A)(1)(b) 12 CCR 2509-8, 7.712.83 (D) 12 CCR 2509-8, 7.701.33 (F)(9) 12 CCR 2509-8; 3.913.1(B)(5) 9 CCR 2503-9.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Child Care Centers and School-aged Child Care Centers must document compliance with the Colorado Department of Public Health and Environment "Rules And Regulations Governing The Health And Sanitation Of Child Care Facilities In The State Of Colorado" 6 CCR 1010-7. Family Child Care Homes and license-exempt homes are exempt from Colorado Department of Public Health and Environment approval.

-- Describe any variations based on the age of the children in care

There is no variation based on age of children in licensed care. In license-exempt care, immunization records are not required for school-age children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes requirements within the child care licensing standards for the prevention of sudden infant death syndrome and the use of safe-sleep practices. Included in safe-sleep requirements:

1. Training requirements
2. Equipment requirements
3. Bedding and materials requirements
4. Pacifier requirements
5. Alternative sleep position requirements

6. Infant monitors and sleeping room requirements
7. Room temperature requirements

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.702.33 (E) 12 CCR 2509-8, 7.702.54(C)(1-21) 12 CCR 2509-8, 7.702.54 (D) 12 CCR 2509-8, 7.707.75 (G) 12 CCR 2509-8, 7.707.75 (H)(1-18) 12 CCR 2509-8, 7.707.75 (I) 12 CCR 2509-8, 7.707.75 (J) 12 CCR 2509-8; 3.913.1 (B)(5) 9 CCR 2503-9,.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations by category of care from these requirements.

-- Describe any variations based on the age of the children in care

These requirements apply to all infants under 12 months of age.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from these requirements.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes requirements for the administration of medication, consistent with standards for parental consent, within the child care licensing standards. Administration of medication requirements include:

1. Reporting requirements for incorrect administration
2. Policy and procedure notification for parents
3. Staffing requirements
4. Colorado Child Care Health Consultant oversight and delegation
5. Prescribing authority and parental permission
6. Medication records
7. Medication storage and disposal

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.701.52 (A)(4)(b) 12 CCR 2509-8, 7.702.31 (Q) 12 CCR 2509-8, 7.702.45(A)(7) 12 CCR 2509-8, 7.702.45 (C) 12 CCR 2509-8, 7.702.51 (C)(3) 12 CCR 2509-8, 7.702.51 (C)(4)(a) 12 CCR 2509-8, 7.702.52 (C)(1-15) 12 CCR 2509-8, 7.702.58 (C)(6) 12 CCR 2509-8, 7.707.22 (F)(2)(b) 12 CCR 2509-8, 7.707.32 (A)(7) 12 CCR 2509-8, 7.707.34 (C)(5) 12 CCR 2509-8, 7.707.36 (B)(7) 12 CCR 2509-8, 7.707.41 (B)(27) 12 CCR 2509-8, 7.707.71 (A)(1)(a) 12 CCR 2509-8, 7.707.71 (C)(1-7) 12 CCR 2509-8, 7.712.31 (A)(18) 12 CCR 2509-8, 7.712.42 (D)(1) 12 CCR 2509-8, 7.712.52 (C)(1-13) 12 CCR 2509-8, 7.712.65 (A)(5) 12 CCR 2509-8, 7.712.81 (A)(7); 3.913.1 (B)(5)9 CCR 2503-9.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Child Care Centers and School-aged Child Care Centers must have Colorado Child Care Health Consultant meetings at scheduled intervals; Family Child Care Homes and license-exempt are exempt from the requirement of having scheduled Colorado Child Care Health Consultant meetings.

-- Describe any variations based on the age of the children in care

There are no variations based on the age of children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes requirements for response to emergencies due to food and allergic reactions in the child care licensing standards. These requirements include:

1. Prohibition of serving foods known to cause allergic reactions

2. Accommodations for children with food allergies
3. Admission procedures for children with severe allergies
4. Identify specific interventions required for individualized health care plans for children with asthma or allergies

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.702.51 (B)(4) 12 CCR 2509-8, 7.702.52 (C)(7)(a) 12 CCR 2509-8, 7.707.41 (B)(17) 12 CCR 2509-8, 7.707.51 (A)(7) 12 CCR 2509-8, 7.707.71(A)(1)(a-b) 12 CCR 2509-8, 7.707.73 (M) 12 CCR 2509-8, 7.712.52 (A)(1)(a) 12 CCR 2509-8, 7.712.52 (C)(6)(a) 12 CCR 2509-8, 7.712.52 (C)(13) 12 CCR 2509-8, 7.712.81 (A)(7) 12 CCR 2509-8; 3.913.1(B)(5) 9 CCR 2503-9.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations based on category of care for licensed programs or licensed-exempt providers.

-- Describe any variations based on the age of the children in care

There are no variations based on the age of the children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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 Colorado Department of Human Services, Office of Early Childhood includes requirements for building and physical premises safety in the child care licensing standards. These requirements include:

1. Training requirements
2. Equipment and materials requirements

3. Indoor and outdoor environment requirements
4. Storage requirements

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.702.33 (D) 12 CCR 2509-8, 7.702.59 (A)(5) 12 CCR 2509-8, 7.702.61 (C) 12 CCR 2509-8, 7.702.62 (F) 12 CCR 2509-8, 7.702.73 (B)(1) 12 CCR 2509-8 7.702.73 (B)(6) 12 CCR 2509-8, 7.702.81 (C-G) 12 CCR 2509-8, 7.702.81 (I-J) 12 CCR 2509-8, 7.702.81 (L-M) 12 CCR 2509-8, 7.702.82 (A-J) 12 CCR 2509-8, 7.707.91 (A-N) 12 CCR 2509-8, 7.707.923 (A-P) 12 CCR 2509-8, 7.707.931 (A-O) 12 CCR 2509-8, 7.707.934 (A-C) 12 CCR 2509-8, 7.7027.94 (D)(8) 12 CCR 2509-8, 7.712.41 (K) 12 CCR 2509-8, , 7.712.56 (A)(5) 12 CCR 2509-8, 7.712.71 (D)(2-3) 12 CCR 2509-8, 7.712.73 (A-B) 12 CCR 2509-8;3.913.1(B)(5) 9 CCR 2503-9.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations based on category of care.

-- Describe any variations based on the age of the children in care

There are no variations based on the age of children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment in the child care licensing standards. These requirements include:

1. Reporting requirements
2. Training requirements
3. Guidance strategies
4. Social emotional supports

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.701.52 (B)(1)(d) 12 CCR 2509-8, 7.701.53 (A-E) 12 CCR 2509-8, 7.701.54 (A-B) 12 CCR 2509-8, 7.702.31 (H)(1-5) 12 CCR 2509-8, 7.702.31 (X) 12 CCR 2509-8, 7.702.33 (F) 12 CCR 2509-8, 7.702.33 (C) 12 CCR 2509-8, 7.702.33 (H-I) 12 CCR 2509-8, 7.702.56 (A-E) 12 CCR 2509-8, 7.707.32 (A)(1) 12 CCR 2509-8, 7.707.32 (A)(10) 12 CCR 2509-8, 7.707.36 (B)(6)(a) 12 CCR 2509-8, 7.707.41 (B)(19)(a-e) 12 CCR 2509-8, 7.707.41 (B)(33) 12 CCR 2509-8, 7.707.41 (B)(30) 12 CCR 2509-8, 7.707.81 (A-J) 12 CCR 2509-8, 7.712.31 (A)(9)(a-e) 12 CCR 2509-8, 7.712.31 (A)(23) 12 CCR 2509-8, 7.712.31 (A)(26) 12 CCR 2509-8, 7.712.41 (F) 12 CCR 2509-8, 7.712.55 (A-H) 12 CCR 2509-8; 3.913.1(B)(5) 9 CCR 2503-9.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Prevention of shaken baby syndrome and abusive head trauma prevention apply to all providers working with children under the age of three and do not apply to school-aged child care centers.

-- Describe any variations based on the age of the children in care

Prevention of shaken baby syndrome and abusive head trauma prevention apply to all providers working with children under the age of three. Prevention of child maltreatment has no variation based on age of children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes in the child care licensing standards requirements that all child care providers must have a written plan for evacuating and safely moving children to an alternate site, as well as lockdown, shelter in place, and active shooter on premises. The plan must include provisions for multiple types of hazards, such as floods, fires, tornados, and local shootings. Requirements of the plan include:

1. Reuniting families
2. Planning for children with special needs and those with access and functional needs
3. Continuity of operations

All staff must be trained on this plan and the plan must align with the requirements of the Emergency Preparedness Plan for the State.

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.701.100 (A-F) 12 CCR 2509-8

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations by category of care.

-- Describe any variations based on the age of the children in care

There are no variations based on the age of children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes in the child care licensing standards requirements for building and physical premises safety. These requirements include:

1. Training requirements
2. Equipment and materials requirements
3. Indoor and outdoor environment requirements
4. Storage requirement.

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.702.33 (D) 12 CCR 2509-8, 7.702.61 (C) 12 CCR 2509-8, 7.702.62 (F) 12 CCR 2509-8, 7.702.73 (B)(1) 12 CCR 2509-8 7.702.73 (B)(6) 12 CCR 2509-8, 7.702.81 (C-G) 12 CCR 2509-8, 7.702.81 (I-J) 12 CCR 2509-8, 7.702.81 (L-M) 12 CCR 2509-8, 7.702.82 (A-J) 12 CCR 2509-8, 7.707.91 (A-N) 12 CCR 2509-8, 7.707.923 (A-P) 12 CCR 2509-8, 7.707.931 (A-O) 12 CCR 2509-8, 7.707.934 (A-C) 12 CCR 2509-8, 7.712.41 (K) 12 CCR 2509-8, 7.712.71 (D)(2-3) 12 CCR 2509-8, 7.712.73 (A-B) 12 CCR 2509-8; 3.913.1(B)(5) 9 CCR 2503-9.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations based on category of care.

-- Describe any variations based on the age of the children in care

There are no variations based on age of children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes requirements for transporting children in the child care licensing standards. These requirements include:

1. Requirements for vehicles
2. Requirements for drivers
3. Plans and parental permissions

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.702.31 (K) 12 CCR 2509-8, 7.702.59 (A-D) 12 CCR 2509-8, 7.707.41(b)(15) 12 CCR 2509-8, 7.707 (94)(A-H), 7.712.31 (A)(12) 12 CCR 2509-8, 7.712.56 (A-D) 12 CCR 2509-8

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations based on category of care.

-- Describe any variations based on the age of the children in care

There are no variations based on the age of the children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes requirements for pediatric first aid and cardiopulmonary resuscitation (CPR) certification in the child care licensing standards as well as including requiring first aid and CPR training for all staff and requirements for fully certified staff members.

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.702.46 (A)(5) 12 CCR 2509-8, 7.702.47 (D) 12 CCR 2509-8, 7.702.48 (B)(6) 12 CCR 2509-8, 7.702.52 (B)(4-5) 12 CCR 2509-8, 7.702.52 (C)(7) 12 CCR 2509-8, 7.702.59 (C)(2) 12 CCR 2509-8, 7.702.59 (D)(2) 12 CCR 2509-8, 7.707.32 (A)(6) 12 CCR 2509-8, 7.707.34 (C)(3) 12 CCR 2509-8, 7.707.36 (B)(7)(a) 12 CCR 2509-8,

7.707.94 (B) 12 CCR 2509-8, 7.712.41 (G-H) 12 CCR 2509-8, 7.712.42 (G)(1-3) 12 CCR 2509-8, 7.712.52 (C)(6) 12 CCR 2509-8, 7.712.56 (C)(2) 12 CCR 2509-8; 3.913.1(B)(5) 9 CCR 2503-9.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are no variations by category of care.

-- Describe any variations based on the age of the children in care

There are no variations based on the age of children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Department of Human Services, Office of Early Childhood includes in the child care licensing standards requirements for recognition and reporting of child abuse. These requirements include:

1. Staff roles/responsibilities/training
2. Reporting requirements
3. Policy and Procedures

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.701.52 (B)(1)(d) 12 CCR 2509-8, 7.701.53 (A-E) 12 CCR 2509-8, 7.701.54 (A-B) 12 CCR 2509-8, 7.702.31 (X) 12 CCR 2509-8, 7.702.33(C) CCR 2509-8, 7.702.33 (H-I) CCR 2509-8, 7.707.32 (A)(11) CCR 2509-8, 7.707.36 (B)(6)(a) CCR 2509-8, 7.707.41 (B)(30) CCR 2509-8, 7.712.31 (A)23) CCR 2509-8, 7.712.41 (F) CCR 2509-8, 7.712.41 (M) CCR 2509-8; 3.913.1(B)(5) 9 CCR 2503-9.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There is no variation by category of care or status.

-- Describe any variations based on the age of the children in care

There is no variation by age of children in care.

-- Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Office of Early Childhood includes in the child care licensing standards requirements for nutritional standards and practices. These requirements include:

- USDA child and adult care food program requirements
- Staff trainings
- Plans and parental permissions
- Accommodations for children with food allergies
- Prohibition of serving foods known to cause allergic reactions
- Child appropriate and developmental food requirements

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.702.55 (A)(1-8) 12 CCR 2509-8, 7.702.55 (B)(1-8) CCR 2509-8, 7.702.55 (C)(1-4) 12 CCR 2509-8, 7.707.73 (A-N) 12 CCR 2509-8, 7.707.73 (O)(1-8) 12 CCR 2509-8, 7.707.73 (P)(1-6) 12 CCR 2509-8, 7.712.54 (A-F) 12 CCR 2509-8.

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There is no variation based on category of licensed care. License-exempt providers are not required to adhere to nutrition standards outside of accommodations for children with food allergies.

-- Describe any variations based on the age of the children in care.

There is no variation based on ages of children in care other than the age-based standards used within CACFP standards.

--Describe if relatives are exempt from this requirement

Relative are exempt from these requirements.

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.)

The Colorado Office of Early Childhood includes in the child care licensing standards requirements for physical activity. These requirements include:

- Equipment
- Time

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.702.58 (A1-6) CCR 2509-8, 7.707.83 (K) 12 CCR 2509-8, 7.712.62 (A-C) CCR 2509-8.

-Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There are some variations of physical activity requirements based on the license type. Family child care homes have specific materials required for physical activity; Child Care Centers & School Age Child Care Centers have time requirements for the duration of physical activity time. License-exempt providers are not required to adhere to physical activity standards.

-- Describe any variations based on the age of the children in care.

There is variation of time requirements by license type and by age of children in care.

Infants must be provided outdoor time at least three times per week. Toddler children and older in a full day program must have at least 60 minutes of physical activity. Toddler children and older in program that operated 3-5 hours must have at least 30 minutes of physical activity. License-exempt providers are not required to adhere to physical activity standards.

--Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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.)

The Colorado Office of Early Childhood standards related to special needs, including the definition of special needs is found in the General Rules for Child Care Facilities found at section 7.701.14 CCR 2509-8 titled "Civil Rights" and states that all licensed child care facilities in Colorado are subject to:

- The non-discrimination provisions of Title VI of the Civil Rights Act of 1964, Title 45 Code of Federal Regulations (CFR), Part 80; the Age Discrimination Act of 1975, Title 45 CFR, Part 91; Section 504 of the Rehabilitation Act of 1973, and Title 45 CFR, Part 84.
- Titles I through V of the Americans with Disabilities Act, Title 29 C.F.R., Part 1630. Child care facilities are required to be in compliance with the ADA and make reasonable accommodations in regards to decisions related to the enrollment, or dismissal of a child with a disability or chronic condition.

Colorado defines special needs as:

A lack of independent ambulation or the need for assistance in feeding, toileting, or dressing or in other areas of self-care as well as social, emotional and behavioral needs.

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.701.14 12 CCR 2509-8; 7.701.100 (D) 12 CCR 2509-8; 7.702.31 (H)(4) 12 CCR 2509-8; 7.702.31 (H)(5) 12 CCR 2509-8; 7.702.51 (C)(1-7) 12 CCR 2509-8; 7.707.22 12 CCR 2509-8; 7.707.331 (C)(3) 12 CCR 2509-8; 7.707.331 (E) 12 CCR 2509-8;

7.707.41 (B)(9) 12 CCR 2509-8; 7.707.41 (B)(19)(b) 12 CCR 2509-8; 7.707.73 (H) 12 CCR 2509-8; 7.707.922 (C) 12 CCR 2509-8; 7.712.31 (A)(3) 12 CCR 2509-8; 7.712.31 (D) 12 CCR 2509-8.

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

All licensed child care facilities must make reasonable accommodations for children with special needs, including social, emotional and behavioral needs and comply with the Americans with Disabilities Act. Child Care Centers and School Age Child Care must have a Child Care Health Consultant (CCHC) and must notify the CCHC of the enrollment of a child with special needs prior to the child's first day of care. The family child care home, child care center and school age child care center must provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions and access an early childhood mental health consultant or other specialist as needed. License-exempt providers are not required to adhere to these standards.

-- Describe any variations based on the age of the children in care.

There is no variation based on the ages of children.

--Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

4. Any other areas determined necessary to promote child development or to protect children's health and safety (98.44(b)(1)(iii)).

Describe:

The Colorado Office of Early Childhood includes in the child care licensing standards requirements on promoting child development and protecting children's health and safety. These requirements include:

- Sun Protection
- Guidance
- Activities
- Equipment and Materials

- Play equipment and materials
- Rest time equipment
- Buildings and Facilities
- Fire Safety

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

The Colorado Office of Early Childhood utilizes standards set by or advised by Caring for Our Children, the American Academy of Pediatrics, the Colorado Department of Public Health and Environment, Children's Hospital of Colorado, local fire marshalls and building and planning experts and other feedback from subject matter experts are used to inform our standards and rules.

-- List all citations for these requirements, including those for licensed and license-exempt providers

7.702.52 (D) 12 CCR 2509-8, 7.702.56 (A-E) 12 CCR 2509-8, 7.702.58 (B-C) 12 CCR 2509-8, 7.702.61 (A-L) 12 CCR 2509-8, 7.702.62 (A-K) 12 CCR 2509-8, 7.702.63 (A-F) 12 CCR 2509-8, 7.702.71 (A-C) 12 CCR 2509-8, 7.702.72 (A-B) 12 CCR 2509-8, 7.702.73 (A-B) 12 CCR 2509-8, 7.702.74 (A-B) 12 CCR 2509-8, 7.702.75 (A-I) 12 CCR 2509-8, 7.702.76 (A-B) 12 CCR 2509-8, 7.702.82 (A-J) 12 CCR 2509-8, 7.707.71 (E) 12 CCR 2509-8, 7.707.81 (A-J) 12 CCR 2509-8, 7.707.82 (A-F) 12 CCR 2509-8, 7.707.83 (A-M) 12 CCR 2509-8, 7.707.84 (A-B) 12 CCR 2509-8, 7.707.91 (A-N) 12 CCR 2509-8, 7.707.921-922 12 CCR 2509-8, 7.712.52 (D) 12 CCR 2509-8, 7.712.55 (A-H) 12 CCR 2509-8, 7.712.61 (A-E) 12 CCR 2509-8, 7.712.63 (A-D) 12 CCR 2509-8, 7.712.65 (A) 12 CCR 2509-8, 7.712.71 (A-D) 12 CCR 2509-8, 7.712.72 (A-B) 12 CCR 2509-8, 7.712.73 (A-B) 12 CCR 2509-8

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

There is no variation by category of care for licensed programs. License-exempt providers are not required to adhere to these requirements outside of building and premises safety, such as fire exits.

-- Describe any variations based on the age of the children in care.

There is no variation based on ages of children in care.

--Describe if relatives are exempt from this requirement

Relatives are exempt from this requirement.

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:

15 hours

2. Licensed FCC homes:

20 hours

3. In-home care:

Colorado does not require a license for care provided in a child's home, those individuals fall under the license-exempt provider definition.

4. Variations for exempt provider settings:

Qualified Exempt Child Care Providers that are providing care for a child that they are not related to and are caring for the child outside of the child's home, must complete

all assigned pre-service health and safety training approved by the state department of human services, within three months of providing services as a qualified exempt child care provider. 3.913.1 (B)(5)(a) 9 CCR 2503-9 Based on a visit by an exempt-care specialist, the non-relative out-of-home care providers are assessed using a health and safety checklist. Based on the results of the visit, up to 10 required training modules are assigned for completion within 3 months of providing care.

b) Provide the length of time that providers have to complete trainings subsequent to being hired (must be 3 months or fewer)

Orientation training must be completed within 30 days of employment. Non-relative license-exempt providers have up to 3 months to complete the required trainings.

c) Explain any differences in pre-service or orientation training requirements based on the ages of the children served

Infant safe-sleep training is only required if the provider is caring for children 18 months and younger. Prevention of abusive head trauma training is only required if the provider is caring for children under age 3.

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

Most trainings are available online through the CDHS Professional Development Information System. Some trainings, such as CPR certification and medication administration, require in-person trainings or consultation.

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

Child Care Centers - 7.702.33 (G) 12 CCR 2509-8 and 7.702.33 (N) 12 CCR 2509-8

Family Child Care Homes - 7.707.32 (A)(4) 12 CCR 2509-8 and 7.707.32 (A)(9) 12

CCR 2509-8

School Age Child Care Centers 7.712.41 (K) 12 CCR 2509-8 and 7.712.41 (M) 12 CCR 2509-8; 9 CCR 2503-9, 3.913.1 (B)(5). 9CCR 2503-9

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

Relatives are exempt from this training.

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

Child Care Centers-7.702.33 (E) 12 CCR 2509-8.

Family Child Care Homes- 7.707.75 (G) 12 CCR 2509-8; 9 CCR 2503-9, 3.913.1 (B)(5) 9 CCR 2503-9.

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?

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

Relatives are exempt from this requirement.

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

Child Care Centers-7.702.45 (A)(7) 12 CCR 2509-8 and 7.702.52 (C)(7) 12 CCR 2509-8.

Family Child Care Homes- 7.707.32 (A)(7) 12 CCR 2509-8.

School Age Child Care Centers- 7.712.52 (C)(5) 12 CCR 2509-8, CCR 2503-9, 3.913.1 (B)(5) 9 CCR 2503-9.

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

Relatives are exempt from this training.

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

Child Care Centers-7.702.45 (A)(7) 12 CCR 2509-8 and 7.702.52 (C)(7) 12 CCR 2509-8.

Family Child Care Homes-7.707.32 (A)(7) 12 CCR 2509-8.

School Age Child Care Centers 7.712.52 (C)(5) 12 CCR 2509-8, CCR 2503-9,
3.913.1 (B)(5) 9 CCR 2503-9.

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

Relatives are exempt from this training.

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

Child Care Centers-7.702.33 (D) 12 CCR 2509-8.

Family Child Care Homes-7.707.32 (A)(8) 12 CCR 2509-8.

School Age Child Care Centers- 7.712.41 (L) 12 CCR 2509-8, CCR 2503-9,
3.913.1 (B)(5) 9CCR 2503-9.

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

Relatives are exempt from this training.

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

Child Care Centers-7.702.33 (F) 12 CCR 2509-8.

Family Child Care Homes- 7.707.32 (A)(10) 12 CCR 2509-8, 3.913.1 (B)(5) 9 CCR 2503-9

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

Relatives are exempt from this training

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

Licensed Providers - 701.100 (A) 12 CCR 2509-8, 3.913.1 (B)(5) 9 CCR 2503-9

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

Relatives are exempt from this training.

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

Child Care Centers-7.702.33 (D) 12 CCR 2509-8.

Family Child Care Homes-7.707.32 (A)(8) 12 CCR 2509-8.

School Age Child Care Centers- 7.712.41 (L) 12 CCR 2509-8, 3.913.1 (B)(5) 9 CCR 2503-9.

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

Relatives are exempt from this training.

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

Child Care Centers 7.702.52 (C)(9) 12 CCR 2509-8.

Family Child Care Homes- 7.707.32 (A)(1)12 CCR 2509-8.

School Age Child Care Centers-7.712.56 (C)(9) 12 CCR 2509-8;; 3.913.1 (B)(5)9 CCR 2503-9

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

Relatives are exempt from this training.

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

Child Care Centers-7.702.46 (A)(5) 12 CCR 2509-8, 7.702.47 (D) 12 CCR 2509-8, 7.702.52 (B)(4) 12 CCR 2509-8 and 7.702.52 (B)(5) 12 CCR 2509-8.

Family Child Care Homes-7.707.32 (A)(6) 12 CCR 2509-8.

School Age Child Care Centers- 7.712.42 (E)(1) 12 CCR 2509-8 and 7.712.42

(E)(2) 12 CCR 2509-8, 3.913.1 (B)(5) 9 CCR 2503-9.

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

Relatives are exempt from this training.

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

Child Care Centers-7.702.33 (C) 12 CCR 2509-8 and 7.702.33 (H) 12 CCR 2509-8.

Family Child Care Homes-7.707.41 (B)(30) 12 CCR 2509-8 and 7.707.32 (A)(11) 12 CCR 2509-8.

School Age Child Care Centers-7.712.41 (H) 12 CCR 2509-8 and 7.712.41 (N) 12 CCR 2509-8, 3.913.1 (B)(5) 9 CCR 2503-9.

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

Relatives are exempt from this training.

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

Child Care Centers-7.702.42 (A-E) 12 CCR 2509-8, 7.702.43 (A) 12 CCR 2509-8, 7.702.44 (A) 12 CCR 2509-8 and 7.702.44 (C) 12 CCR 2509-8.

Family Child Care Homes-7.707.32 (A(1)) 12 CCR 2509-8; 3.913.1 (B)(5) 9 CCR 2503-9.

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

Relatives are exempt from this training.

5.2.3e 13.

Describe other training requirements, such as nutrition, physical activities, caring for children with special needs, etc..

All licensed providers are required to complete at least three hours of social-emotional on-going training every year.

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

7.702.33(K), 7.707.32(B)(1), 7.712.41H 12 CCR 2509-8

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

Relatives are exempt from this requirement.

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:

6.5 hours

b) Licensed FCC homes:

10 hours

c) In-home care:

10 hours

d) Variations for exempt provider settings:

No variation from child care homes unless relative care.

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

Child Care Centers- 7.702.33 (G) 12 CCR 2509-8 and 7.702.33 (N) 12 CCR 2509-8.

Family Child Care Homes-7.707.32 (A)(4) 12 CCR 2509-8 and 7.707.32 (A)(9) 12 CCR 2509-8.

School Age Child Care Centers- 7.712.41 (K) 12 CCR 2509-8 and 7.712.41 (M) 12 CCR 2509-8.

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9

-- 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:

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in license-exempt CCDF programs?

Annually

Other

Describe:

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

Child Care Centers-7.702.33 (E) 12 CCR 2509-8.

Family Child Care Home 7.707.75 (G) 12 CCR 2509-8;

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9

-- 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:

-- 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:

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

Child Care Centers-7.702.45 (A)(7) 12 CCR 2509-8 and 7.702.52 (C)(7) 12 CCR 2509-8.

Family Child Care Homes- 7.707.32 (A)(7) 12 CCR 2509-8.

School Age Child Care Centers 7.712.52 (C)(5) 12 CCR 2509-8,

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9.

-- 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 Colorado Department of Human Services, Office of Early Childhood approved medication administration training must be renewed every three years. Delegation of medications must be renewed annually.

-- 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 Colorado Department of Human Services, Office of Early Childhood approved medication administration training must be renewed every three years.

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

Child Care Centers-7.702.45 (A)(7) 12 CCR 2509-8 and 7.702.52 (C)(7) 12 CCR 2509-8.

Family Child Care Homes- 7.707.32 (A)(7) 12 CCR 2509-8. School Age Child Care Centers- 7.712.52 (C)(5) 12 CCR 2509-8

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9 .

-- 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 Colorado Department of Human Services, Office of Early Childhood approved medication administration training must be renewed every three years. Delegation of medications must be renewed annually.

-- 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 Colorado Department of Human Services, Office of Early Childhood approved medication administration training must be renewed every three years. Delegation of medications must be renewed annually

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

Child Care Centers - 7.702.33 (D) 12 CCR 2509-8.

Family Child Care Homes - 7.707.32 (A)(8) 12 CCR 2509-8.

School Age Child Care Centers - 7.712.41 (L) 12 CCR 2509-8

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9,

-- 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:

-- 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:

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

Child Care Centers - 7.702.33 (F) 12 CCR 2509-8.

Family Child Care Homes - 7.707.32 (A)(10) 12 CCR 2509-8

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9,

-- 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:

-- 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:

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

All licensed provider types - 701.100 (A) 12 CCR 2509-8,

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9.

-- 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:

-- 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:

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

Child Care Centers - 7.702.33 (D) 12 CCR 2509-8.

Family Child Care Homes - 7.707.32 (A)(8) 12 CCR 2509-8.

School Age Child Care Centers - 7.712.41 (L) 12 CCR 2509-8,

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9.

-- 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:

All staff must be retrained any time there are changes in the program that require revision to the prior training. If the training is not revised, staff must be retrained at a minimum of every three years.

-- 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:

All staff must be retrained any time there are changes in the program that require revision to the prior training. If the training is not revised, staff must be retrained at a minimum of every three years.

9. Appropriate precautions in transporting children (if applicable)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Centers - 7.702.52 (C)(9) 12 CCR 2509-8.

Family Child Care Homes - 7.707.32 (A)(1) 12 CCR 2509-8.

School Age Child Care Centers - 7.712.56 (C)(9) 12 CCR 2509-8,

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9.

-- 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:

All staff must be retrained when there are changes in the program that require revision to the prior training. If no revisions have been made staff must be retrained at a minimum every three years.

-- 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:

All staff must be retrained when there are changes in the program that require revision to the prior training. If no revisions have been made staff must be retrained at a minimum every three years.

10. Pediatric first aid and CPR certification

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child care Centers - 7.702.46 (A)(5) 12 CCR 2509-8, 7.702.47 (D) 12 CCR 2509-8, 7.702.52 (B)(4) 12 CCR 2509-8 and 7.702.52 (B)(5) 12 CCR 2509-8.

Family Child Care Homes - 7.707.32 (A)(6) 12 CCR 2509-8.

School Age Child Care Centers - 7.712.42 (E)(1) 12 CCR 2509- 8 and 7.712.42 (E)(2) 12 CCR 2509-8,

Qualified-exempt or License-exempt -3.913.1 (B)(5) 9 CCR 2503-9.

-- 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:

Staff members requiring certification in first aid and CPR must renew the certification as required by the nationally recognized provider. Staff members completing the first aid and CPR module must renew every two years.

-- 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:

Staff members requiring certification in first aid and CPR must renew the certification as required by the nationally recognized provider. Staff members completing the first aid and CPR module must renew every two years

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

Child Care Centers - 7.702.33 (C) 12 CCR 2509-8 and 7.702.33 (H) 12 CCR 2509-8.

Family Child Care Homes -7.707.41 (B)(30) 12 CCR 2509-8 and 7.707.32 (A)(11) 12 CCR 2509-8.

School Age Child Care Centers - 7.712.41 (H) 12 CCR 2509-8 and 7.712.41 (N) 12 CCR 2509-8,

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9.

-- 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:

-- 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:

12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Child Care Centers - 7.702.33 (L)(1-8) 12 CCR 2509-8.

Family Child Care Homes - 7.707.32 (B) 12 CCR 2509-8,

Qualified-exempt or License-exempt - 3.913.1 (B)(5) 9 CCR 2503-9

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:

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:

13. Describe other requirements such as nutrition,

physical activities, caring for children with special needs, etc..

All licensed providers are required to complete at least three hours of social-emotional on-going training every year.

Provide the citation for other training requirements, including citations for both licensed and license-exempt providers

7.702.33(K), 7.707.32(B)(1), 7.712.41H 12 CCR 2509-8

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:

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:

This on-going training is not required for license-exempt.

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

All child care facilities receive at least one scheduled pre-licensing inspection as well as annual supervisory inspections. In addition, the child care facility may be subject to complaint or Stage II investigations by the Colorado Department of Human Services.

Annual inspections are unannounced and include an inspection of the entire indoor and outdoor premises, a review of the facilities policies and procedures, including the facilities emergency procedure plan, emergency drill logs, children's sign in and out forms, nurse consultant records and a review of the fire and health department inspections. Staff files are reviewed for qualifications, background checks, health statements, immunization statements, and appropriate training certificates. A percentage of children's files are reviewed for compliance to ensure that the required forms and paperwork are current and appropriate for the age of the child, including enrollment forms, health statement, immunizations and any health care plans for children with chronic or medical needs.

A Report of Inspection (ROI) is left with the provider at the conclusion of each inspection and the licensee must follow up with a written plan of compliance. The written plan of compliance is reviewed and approved by the Licensing Specialist. For those facilities that are not in compliance with the rules and regulations, the Licensing Specialist may recommend the license for a Negative Licensing Action, including but not limited to the demotion of a license to a probationary status, fines, the revocation of the license or the denial of an application. For those cases where the Department feels children are in imminent danger, the license is subject to a summary suspension.

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

Colorado requires a scheduled prelicensing inspection for all providers, including new applicants and any significant change to an existing license. Colorado requires a scheduled pre-licensing inspection for all new applications as well as all change of service applications. The licensing specialist will conduct an inspection of the entire physical premises, both indoors and outdoors, of the facility to assess compliance with rules and regulations governing the facility type. The licensing specialist will also review all policies and procedures, children records, staff records, and any other records required for the facility/ type will be reviewed for compliance with rules and regulations, prior to or during the original inspection including approving fire and health department inspections and compliance with local zoning. All violations will be documented on a Report of Inspection for the facility. The time frame for corrections of violations will be noted on the ROI. Compliance must be established "prior to issuance of license," except for those items where a provisional license can be issued. The applicant is provided a copy of the Report of Inspection and must complete a written plan of compliance before the license is issued.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

An unannounced, supervisory licensing inspection for all child care facilities is conducted on an annual basis, per standard operating procedure L5. These inspections include compliance with all applicable child care rules, including health and safety requirements, staff qualifications, physical premises (indoors and outdoors), and a review of staff and children files. The review of compliance with fire and health department standards are also included in both the pre-licensing and annual licensing inspection. These unannounced supervisory licensing inspections are

in addition to any complaint investigations or follow-up to child abuse investigations or reported injury investigations.

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 child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.

The child care rules governing child care programs providing CCDF services include all required CCDF health and safety standards.

The licensing specialist completes an annual inspection to ensure compliance with all licensing rules.

All licensed child care centers are inspected on an annual basis, unless the facility is in a negative licensing action. Those facilities in a negative licensing action are inspected on a monthly basis until there is a final decision on the case. The licensing specialist will conduct an inspection of the entire physical premises, both indoors and outdoors, of the facility to assess compliance with rules and regulations governing the facility type. The licensing specialist will also review all policies and procedures, children records, staff records including training certificates for the required CCDF training in Safe Sleep, Prevention of Abusive Head Trauma, Medication Administration, Prevention and Response to Food Allergies, Building and Physical Premises Safety, Emergency Preparedness and Response, Handling and Storage of Hazardous Materials, Precautions in Transporting Children, First Aid and CPR. Other records required for the facility/ type will be reviewed for compliance with rules and regulations including including current, approving fire and health department inspections. All violations will be documented on a Report of Inspection for the facility. The time frame for corrections of violations will be noted on the Report of Inspection. The licensee is provided a copy of the Report of Inspection and must complete a written plan of compliance. The child care rules governing child care programs providing CCDF services include all required CCDF health and safety standards. The

licensing specialist completes an annual inspection to ensure compliance with all licensing rules.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

Standard Operating Procedure L-4 and Standard Operating Procedure L-5

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

Colorado requires a scheduled pre-licensing inspection for all new applications as well as all change of service applications. The licensing specialist will conduct an inspection of the entire physical premises, both indoors and outdoors, of the facility to assess compliance with rules and regulations governing the facility type. The licensing specialist will also review all policies and procedures, children records, staff records, and any other records required for the facility/ type will be reviewed for compliance with rules and regulations, prior to or during the original inspection including approving fire and health department inspections and compliance with local zoning. All violations will be documented on a Report of Inspection (ROI) for the facility. The time frame for corrections of violations will be noted on the ROI. Compliance must be established "prior to issuance of license," except for those items where a provisional license can be issued. The applicant is provided a copy of the Report of Inspection and must complete a written plan of compliance before the license is issued.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF family child care providers

All licensed Family Child Care Homes are inspected annually and all annual inspections are unannounced. These unannounced inspections are in addition to any complaint, Stage II, injury/accident investigation or change of service inspection that may occur.

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 CCDF family child care providers comply with the applicable licensing standards, including health, safety, and fire standards.

All licensed Family Child Care Homes are inspected on an annual basis, unless the facility is in a negative licensing action. Those facilities in a negative licensing action are inspected on a monthly basis until there is a final decision on the case. The licensing specialist will conduct an inspection of the entire physical premises, both indoors and outdoors, of the facility to assess compliance with rules and regulations governing the facility type. The licensing specialist will also review all policies and procedures, children records, staff records including training certificates for the required CCDF training in Safe Sleep, Prevention of Abusive Head Trauma, Medication Administration, Prevention and Response to Food Allergies, building and physical premises safety, Emergency preparedness and response, Handling and Storage of hazardous materials, Precautions in transporting children, First Aid and CPR. Other records required for the facility/ type will be reviewed for compliance with rules and regulations including including current, approving fire and health department inspections. All violations will be documented on a Report of Inspection for the facility. The time frame for corrections of violations will be noted on the Report of Inspection. The licensee is provided a copy of the Report of Inspection and must complete a written plan of compliance.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF family child care providers

Standard Operating Procedure L-4 and Standard Operating Procedure L-5

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

N/A

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.

All licensed family child care homes are inspected on an annual basis, unless the facility is in a negative licensing action. Those facilities in a negative licensing action are inspected on a monthly basis until there is a final decision on the case. The licensing specialist will conduct an inspection of the entire physical premises, both indoors and outdoors, of the facility to assess compliance with rules and regulations governing the facility type. The licensing specialist will also review all policies and procedures, children records, staff records including training certificates for the required CCDF training in Safe Sleep, Prevention of Abusive Head Trauma, Medication Administration, Prevention and Response to Food Allergies, building and physical premises safety, Emergency preparedness and response, Handling and Storage of hazardous materials, Precautions in transporting children, First Aid and CPR. Other records required for the facility/ type will be reviewed for compliance with rules and regulations including including current, approving fire and health department inspections. All violations will be documented on a Report of Inspection for the facility. The time frame for corrections of violations will be noted on the Report of Inspection. The licensee is provided a copy of the Report of Inspection and must complete a written plan of compliance.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed in-home CCDF providers

Standard Operating Procedure L-4 and Standard Operating Procedure L-5

d) List the entity(ies) in your state/territory that are responsible for conducting pre-licensure inspections and unannounced inspections of licensed CCDF providers

Licensing Specialists at the Colorado Department of Human Services, Office of Early Childhood, Division of Early Care and Learning are responsible for conducting pre-licensure inspections and unannounced inspections. For additional capacity, the Department contracts with non-profit organizations and county departments of health and human services, to conduct pre-licensure inspections and unannounced inspections of licensed providers throughout the state. All licensing specialists, including those under contract, must meet the same qualification criteria and are all trained together by the Department.

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

In Colorado there are no licensed exempt centers providing CCDF services.

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 Exempt Care Specialist completes monitoring visits to all Non-Related Qualified Exempt Providers that are providing care outside of the child's home, on an annual basis. The Exempt Care Specialist assesses all required health, safety and pre-service requirements are met using Colorado's health and safety inspection tool. This health and safety inspection tool includes monitoring for fire requirements. Colorado Child Care Assistance Program rules are in place to require annual inspections of legally exempt, non-relative providers that are providing care outside of the child's home.

Provide the citation(s) for this policy or procedure

913.1 (B) 9 CCR 2503-9

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

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?

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

The Exempt Care Specialist is responsible for conducting inspections of license-exempt CCDF providers and is employed at the Colorado Department of Human Services, Office of Early Childhood, Division of Early Care and Learning.

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)).

At a minimum, all licensing specialists are required to have a Bachelor's degree in Early Childhood Education or related field and have experience working in a child care program. Staff must also receive a regulatory credential through the National Association of Regulatory Administration within the first year of employment as a licensing specialist. Licensing staff are trained to the child care rules and regulations, standard operating procedures, consistent application of regulations and other topics through a training series. This training includes a module on language and cultural diversity. Once a module has been completed, the specialist shadows other seasoned licensing staff to experience hands on learning in the field. The training also include Mandated Child Abuse reporting, identifying safety hazards, and recognition of health requirements. All licensing staff through their degree, credential, experience and training have qualifications appropriate to the age of children in care and type of provider setting.

b) Provide the citation(s) for this policy or procedure

This requirement is noted as a minimum qualification for Licensing Specialist within the job postings and position descriptions on file with the Colorado Department of Personnel and Administration. This minimum qualification is also included as a contract requirement for vendors conducting the child care licensing function.

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.

The Colorado Division of Early Care and Learning utilizes a community-based licensing model. This model requires licensing specialist to conduct all inspections for each licensed program type, excluding qualified exempt providers, within an assigned geographic territory. The use of this model creates efficiencies in licensing and travel time and helps assist the Division in ensuring the number of licensing specialists per the number of child care providers is sufficient to conduct licensing inspections at least every twelve months. The current ratio of licensing specialists to facilities is approximately 1:100.

b) Provide the policy citation and state/territory ratio of licensing inspectors

The Colorado Department of Human Services, Office of Early Childhood, Division of Early Care and Learning Standard Operating Procedure R-1. The current ratio of licensing specialists to facilities is approximately 1:100.

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.

Relative providers sign a self assurance form containing health and safety requirements providers must meet. Fingerprint background checks, sexual offender and child abuse and neglect registry checks are conducted on all relative providers.

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.

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	x		

residency			
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 requirements, 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 residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (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	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current

residency		(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

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

These requirements apply to each exempt family child care home provider who provides care for a child and each individual who provides care for a child who is related to the individual (referred collectively in this section as a "qualified provider"), if the child's care is funded in whole or in part with money received on the child's behalf from the publicly funded Colorado Child Care Assistance Program; and, any adult eighteen (18) years of age or older who resides with a qualified provider where the care is provided. Citation: C.R.S. 26-6-107 (1)(a)(I)(A) and 7.701.33 (A) 12 CCR 2509-8. Colorado does not exempt any child care centers eligible to deliver CCDF services.

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.

Colorado is in full compliance with implementation of this requirement and requires "flagged" fingerprint-based criminal records checks for all current and existing child care staff delivering CCDF services. Citation: C.R.S. 26-6-107 (1)(a)(I)(A) and 7.701.33 (A) 12 CCR 2509-8. Colorado does not exempt any child care centers eligible to deliver CCDF services.

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

Colorado requires that the Department of Human Services conduct a comparison search of the sex offender registry of the Colorado Department of Public Safety on all individuals required to conduct CBI fingerprint-based criminal background checks. For licensed providers, these requirements apply to each individual including but not limited to the applicant, any owner, employee, newly hired employee, licensee, and any adult who is eighteen years of age and older who resides in the licensed facility. Citation: C.R.S. 26-6-107(1.5)(B)(II)(a.7)(D), 7.701.33H 12 CCR 2509-8.

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

These requirements apply to each exempt family child care home provider who provides

care for a child and each individual who provides care for a child who is related to the individual (referred collectively in this section as a "qualified provider"), if the child's care is funded in whole or in part with money received on the child's behalf from the publicly funded Colorado Child Care Assistance Program; and, any adult eighteen (18) years of age or older who resides with a qualified provider where the care is provided. Citation: C.R.S. 26-6-107(1.5)(B)(II)(a.7)(D), 7.701.33 (H) 12 CCR 2509-8. Colorado does not exempt any child care centers eligible to deliver CCDF services.

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.

Colorado is in compliance with implementation of this requirement and has no differences in the process for existing staff. Citation: 7.701.33 (H) 12 CCR 2509-8.

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

Colorado requires that the Department determine whether any owner, applicant, employee, licensee or resident of a licensed facility, any supervisory employee of a guest care facility, or an exempt family child care home provider and each adult eighteen (18) years of age or older residing in the home (also known as a qualified adult) receiving or applying to receive Colorado Child Care Assistance moneys was found to be responsible in a confirmed report of child abuse or neglect reported to the State Department's automated system. These requirements apply to any owner, applicant, employee, licensee or resident of a licensed facility for all licensed providers. Citation: C.R.S. 26-6-107(1)(C), 7.701.32 12 CCR 2509-8.

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

These requirements apply to all license-exempt family child care home providers and each adult eighteen (18) years of age or older residing in the home (also known as a qualified adult) receiving or applying to receive Colorado Child Care Assistance. Citation: C.R.S. 26-6-107(1)(C), 7.701.32 12 CCR 2509-8. Colorado does not exempt any child care centers eligible to deliver CCDF services.

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.

Colorado is in full compliance with implementation of this requirement and there is no differences in the process for existing staff. Citation: C.R.S. 26-6-107(1)(C), 7.701.32 12 CCR 2509-8.

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

Colorado is in full compliance with implementation of this requirement. Colorado requires that each owner, or employee of a facility or agency must submit to CBI a complete set of fingerprints to obtain any criminal record held by the CBI and FBI. The results of the

criminal record check, CBI and FBI clear letter must be maintained at the home, center, facility, or agency. Criminal background check requests must be submitted and successfully completed prior to an individual caring for children or allowing the individual unsupervised access to children in child care centers (less than 24-hour care), school-aged child care facilities, family child care homes, and qualified exempt provider homes. Citation: 7.701.33 (D) 12 CCR 2509-8, 7.701.33 (D)(3) 12 CCR 2509-8, 7.701.33 (D)(4)(a) 12 CCR 2509-8.

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

Colorado requires that each exempt family child care home provider who provides care for a child and each individual who provides care for a child who is related to the individual (referred collectively in this section as a "qualified provider"), if the child's care is funded in whole or in part with money received on the child's behalf from the publicly funded Colorado Child Care Assistance Program; and, any adult eighteen (18) years of age or older who resides with a qualified provider where the care is provided must submit to the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI) a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by CBI including county departments of human or social services that use fingerprint machines pursuant to C.R.S. 19-3-406 (1)(C)(2), to obtain any fingerprint criminal history record held by the CBI and FBI. Citation: 7.701.33 (A)(1)(b) 12 CCR 2509-8. Colorado does not exempt any child care centers who deliver CCDF services.

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.

Colorado is in full compliance with implementation of this requirement. Colorado requires that each owner, or employee of a facility or agency must submit to CBI a complete set of fingerprints to obtain any criminal record held by the CBI and FBI. The results of the criminal record check, CBI and FBI clear letter must be maintained at the

home, center, facility, or agency. Criminal background check requests must be submitted and successfully completed prior to an individual caring for children or allowing the individual unsupervised access to children in child care centers (less than 24-hour care), school-aged child care facilities, family child care homes, and qualified exempt provider homes. There are no differences in the process for existing staff. Citation: 7.701.33 (D) 12 CCR 2509-8, 7.701.33 (D)(3) 12 CCR 2509-8, 7.701.33 (D)(4)(a) 12 CCR 2509-8.

- 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:

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 Colorado Bureau of Investigation (CBI) has requested the FBI's Criminal Justice Information Services Advisory Board (CJIS-APB) discuss whether the sex offender registry check could be triggered at the federal level. The Colorado Bureau of Investigation feels that it is onerous to have each state develop its own program to check one extra file when the FBI should have the ability to check both NGI (fingerprint criminal history) and NSOR (sex offender registry) off the same information currently submitted with fingerprints. The Colorado Bureau of Investigation has been notified that the FBI is sending the request through the FBI advisory process. The challenge with this request is that it may take a year for this process and for the FBI to develop policy. If the FBI declines the request, CBI would have to add additional staff to process the NSOR requests. CBI is not currently staffed at a level to complete this additional background check. Colorado anticipates in the event CBI has to add additional staff, the fee to process fingerprint-based criminal record checks will need to be increased to cover the additional staffing needs. Colorado is closely monitoring the FBI advisory process and is developing alternative strategies to meet this requirement to ensure full compliance by

September 30, 2020.

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 Colorado Bureau of Investigation (CBI) has requested the FBI's Criminal Justice Information Services Advisory Board (CJIS-APB) discuss whether the sex offender registry check could be triggered at the federal level. The Colorado Bureau of Investigation feels that it is onerous to have each state develop its own program to check one extra file when the FBI should have the ability to check both NGI (fingerprint criminal history) and NSOR (sex offender registry) off the same information currently submitted with fingerprints. The Colorado Bureau of Investigation has been notified that the FBI is sending the request through the FBI advisory process. The challenge with this request is that it may take a year for this process and for the FBI to develop policy. If the FBI declines the request, CBI would have to add additional staff to process the NSOR requests. CBI is not currently staffed at a level to complete this additional background check. Colorado anticipates in the event CBI has to add additional staff, the fee to process fingerprint-based criminal record checks will need to be increased to cover the additional staffing needs. Colorado is closely monitoring the FBI advisory process and is

developing alternative strategies to meet this requirement to ensure full compliance by September 30, 2020.

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:

To date, Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the criminal registries or repositories in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain criminal registry or repository checks in each state. This has been challenging as the Child Care Subsidy CBC Contact list provided is not consumer friendly and much of the information provided does not map a clear processes for obtaining these checks in other states. Colorado is in the process of developing our own chart outlining the requirements and fees for obtaining these checks in each state. This is a very labor intensive process and has been challenging, Colorado has recently needed to add additional staff to our background investigation unit to help with developing policies and procedures for inter-state checks. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. Colorado expects to fully implement these requirements by September 30, 2020.

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:

To date, Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the criminal registries or repositories in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain criminal registry or repository checks in each state. This has been challenging as the Child Care Subsidy CBC Contact list provided is not consumer friendly and much of the information provided does not map a clear processes for obtaining these checks in other states. Colorado is in the process of developing our own chart outlining the requirements and fees for obtaining these checks in each state. This is a very labor intensive process and has been challenging, Colorado has recently needed to add additional staff to our background investigation unit to help with developing policies and procedures for inter-state checks. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. Colorado expects to fully implement these requirements by September 30, 2020.

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:

Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the state sex offender registries or repositories in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain state sex offender registry or repository checks in each state. This has been challenging as the Child Care Subsidy CBC Contact list provided is not consumer friendly and much of the information provided does not map a clear processes for obtaining these checks in other states. Colorado is in the process of developing our own chart outlining the requirements and fees for obtaining these checks in each state. This is a very labor intensive process and has been challenging, Colorado has recently needed to add additional staff to our background investigation unit to help with developing policies and procedures for inter-state sex offender registry checks. Colorado is also working on

promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. Colorado expects to fully implement these requirements by September 30, 2020.

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:

Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the state sex offender registries or repositories in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain state sex offender registry or repository checks in each state. This has been challenging as the Child Care Subsidy CBC Contact list provided is not consumer friendly and much of the information provided does not map a clear processes for obtaining these checks in other states. Colorado is in the process of developing our own chart outlining the requirements and fees for obtaining these checks in each state. This is a very labor intensive process and has been challenging, Colorado has recently needed to add additional staff to our background investigation unit to help with developing policies and procedures for inter-state sex offender registry checks. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these

checks with an anticipated effective date in 2019. Colorado expects to fully implement these requirements by September 30, 2020.

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:

Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the state-based child abuse and neglect registries or repositories in other states to identify necessary revisions. Colorado has

been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain state-based child abuse and neglect registry or repository checks in each state. This has been challenging as the Child Care Subsidy CBC Contact list provided is not consumer friendly and much of the information provided does not map a clear processes for obtaining these checks in other states. Colorado is in the process of developing our own chart outlining the requirements and fees for obtaining these checks in each state. This is a very labor intensive process and has been challenging, Colorado has recently needed to add additional staff to our background investigation unit to help with developing policies and procedures for inter-state checks. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. Colorado expects to fully implement these requirements by September 30, 2020.

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:

Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the state-based child abuse and neglect registries or repositories in other states to identify necessary revisions. Colorado has

been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain state-based child abuse and neglect registry or repository checks in each state. This has been challenging as the Child Care Subsidy CBC Contact list provided is not consumer friendly and much of the information provided does not map a clear processes for obtaining these checks in other states. Colorado is in the process of developing our own chart outlining the requirements and fees for obtaining these checks in each state. This is a very labor intensive process and has been challenging, Colorado has recently needed to add additional staff to our background investigation unit to help with developing policies and procedures for inter-state checks. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. Colorado expects to fully implement these requirements by September 30, 2020.

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:

Colorado will be in full compliance with the requirement on September 30, 2018.

Colorado 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 CBI fingerprint check. Citation: 7.701.32 (C)(1)(a)(1) 12 CCR 2509-8

- 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:

- 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)).

Colorado is statutorily mandated to process the results for checks of our state child abuse and neglect registry within 10 calendar days. Colorado has recently added additional staff to our Background Investigation Unit (BIU) and anticipates hiring at least one more staff member to ensure that abuse and neglect registry checks are processed within the required time frames. Colorado is a National Fingerprint File (NFF) state allowing the FBI fingerprint check to satisfy the requirement for other states checking Colorado's criminal registry or repository. FBI checks should accommodate the 45-day timeframe.

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:

Colorado will take negative licensing action if a child care providers employs a person with a pattern of misdemeanor convictions, as defined by rule of the state board, within the ten years immediately preceding the date of submission of an application.
7.701.33 (D)(8)(f) 12 CCR 2509-8.

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)).

Reports and records received from other agencies, including police and child protection investigation reports are confidential and may not be released to the public as required by 7.701.6 (C)(4) 12 CCR 2509-8. Any person who disputes any information on the criminal history record may challenge the accuracy and completeness of the record. Disputes can be taken directly to the arresting agency, or a "record challenge" may be conducted at the Colorado Bureau of Investigation (CBI). To challenge a record once the criminal history record has been obtained and discrepancies are detected, a challenge of any of those discrepancies may be conducted by presenting, in person, a copy of the CBI criminal history record in question and a driver's license or government issued photo ID to CBI. Fingerprints will be taken from the person contesting an arrest record and compared within the Automated Fingerprint Identification System (AFIS). Under Colorado law, individuals receiving letters from County Departments of Human/Social Services notifying them that they have been identified as responsible for an incident of child abuse or neglect, are entitled to contest (appeal) the accuracy of the county decision to an impartial decision maker. The Colorado Child Abuse/Neglect Review Section (CANDRS)

is the impartial board that reviews county decisions that an individual is responsible for abuse or neglect. If an individual disagrees with the decision of CANDRS they can request a hearing with an Administrative Law Judge. Colorado does not have a separate review process for individuals disqualified due to a felony drug offense committed during the preceding five years.

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)).

C.R.S. 26-6-105 (1)(c) requires that the fees established to obtain criminal record checks and checking the records and reports of child abuse and neglect must not exceed the direct and indirect costs incurred by the department.

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.

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 knowledge and skills of early childhood program staff provides the foundation for high-quality early childhood programming. As a result, early childhood educators need specialized knowledge, skills, practices, and dispositions in order to be effective in promoting positive outcomes for young children.

Caring for Our Children informs the professional qualification requirements of Colorado child care licensing rules to ensure Colorado's requirements follow nationally recognized standards of care.

The Colorado Shines Professional Development Information System (PDIS) is designed to track the training and education of early childhood educators, provide online professional development, and assist early childhood professionals in attaining additional professional development, training, and education. Early childhood professionals who enter their information into the Colorado Shines PDIS are also assigned to an Early Childhood Professional Credential Level. The credential system provides a common system for all Colorado early childhood professionals to document and quantify their professional growth and accomplishments.

Statewide Competency Framework:

Colorado utilizes a competency based professional development system for early childhood education professionals. The Colorado Competencies for Early Childhood Educators and Professionals (Early Childhood Competencies) is a framework that outlines the basic knowledge and skills needed to enter the field and progress. The Early Childhood Competencies allow individuals to build their knowledge and skills in a cumulative manner and choose goals for an Individual Professional Development Plan.

The Early Childhood Competencies support professionals who provide early care and learning for children birth to eight years of age and consist of eight domains: child growth, development and learning; child observation and assessment; guidance for family and community partnerships; health, safety, and nutrition; professional development and leadership; program planning and development; and teaching practices. Competencies supporting social emotional development, cultural competence and children with special needs are present in all eight domain areas. The Early Childhood Competencies are built on a framework of four levels. They begin with the basic knowledge and skills needed to enter the field and progress, according to degree of mastery, to advanced levels of academic preparation and a wide range of experiences. The four levels are cumulative,

meaning that early childhood educators at the top level have the skills and knowledge to meet all the competencies in the lower levels. The levels are as follows:

Level 1 - Demonstrates the basic skills and knowledge to best support quality early childhood care and education.

Level 2 - Demonstrates the skills and knowledge at the previous level plus: Applies skills and knowledge to implement effective early childhood environments and experiences for young children.

Level 3 - Demonstrates the skills and knowledge at previous levels plus: Designs, plans and analyzes policies, procedures and practices that are optimal for young children.

Level 4 - Demonstrates the skills and knowledge at previous levels plus: Advances the field of early childhood education through advocacy, leadership, teaching, coaching and mentoring.

Colorado supports a common, statewide progression of credentials and degrees aligned with the Early Childhood Competencies. These efforts are occurring across multiple sectors, including ongoing professional development opportunities and formal education.

Key Uses for the Competencies include:

1. Early Childhood Professionals use the competencies to complete self-assessments to identify strength and growth areas, create an individual professional development plan and to make informed decisions about a career in early childhood.
2. Program Administrators use the competencies to clarify and communicate knowledge required of staff, identify training and staff development needs, formulate staff development plans, assess current staff strengths and identify knowledge gaps for the purpose of recruiting additional staff with higher or different levels of competency and link level of competency to compensation level.
3. Training Providers use the competencies to organize, identify, and advertise training, align offerings across all content areas and levels of competency to better support skill development.
4. State and Local Agencies use the competencies to develop policy, initiatives, and funding that will increase the level of competency of early childhood professionals, guide the development of policies related to teacher licensure, Colorado Shines Quality Rating and Improvement System, higher education articulation, professional development and supports for educators working in a variety of settings and to develop and implement a credentialing system that supports authentic evaluation of and acquisition of the competencies.
5. Early Childhood Advocates use the competencies to educate parents, policymakers, and the general public about the degree of knowledge and skill required for professional competency, the areas of professional practice in early childhood, and the need for competent professionals; reinforce the concept of professionalism in the early childhood field and to support public and private investments, incentives, and initiatives that encourage and facilitate professional competency.

The CORE Knowledge Standards are used to define competencies for professionals supporting children ages eight to thirteen.

-- Career pathways. Describe:

The Early Childhood Professional Credential (Credential) is a competency and research-based credentialing system developed to recognize the expertise of a broad spectrum of professionals working with young children. The Credential is awarded based on an individualized, point-based system that considers formal education, ongoing professional development, experience, and demonstrated competencies. By recognizing these component areas in six possible levels, the Credential supports a career progression from the completion of entry level training requirements to post graduate level degree completion. As recommended by the Transforming the Workforce for Children Birth through Age 8 report (Institute of Medicine and National Research Council of the National Academies, 2015), the scoring system integrates all professional learning experiences to fully support competency development and ongoing professional practice. Additionally, the point structure considers the types of professional development that are most effective in changing professional practice. The Credential can be used by professionals to meet the personnel requirements of child care licensing rules and regulations and is used to score the Workforce and Professional Development Quality Indicator of Levels 3-5 in the Colorado Shines Quality Rating and Improvement System.

Changes to the credential scoring system are maintained in the Professional Development Information System Policies and Procedures Manual that is publicly available at www.ecpd.costartstrong.org.

-- Advisory structure. Describe:

The CCDF Co-Administrators meet on a regular basis with representatives of the Early Childhood Professional Development Team to support a collaborative decision making process to determine the direction of the early childhood professional development activities and ensure compliance with CCDF requirements including 1) Prioritization of training development; 2) Training and education gaps; 3) Establishment and maintenance of performance metrics; and 4) Ongoing maintenance and configuration of the Colorado Shines Professional Development Information System (PDIS). Input from the Early Childhood Professional Development Advisory Working Group is solicited to inform their positions, but final decision making authority will rest with the four

department representatives.

-- **Articulation. Describe:**

Colorado's community colleges that offer early childhood courses, certificates and degrees, have mapped the core fifteen early childhood education courses to the Early Childhood Competencies. The four-year teacher preparation programs are also aligned to the Competencies. The Colorado Department of Higher Education is responsible for statewide articulation agreements.

-- **Workforce information. Describe:**

The Colorado Shines Professional Development Information System (PDIS) includes a registry component that collects information on demographics, employment (compensation and employment start and end dates), education, training, credential level, competency level, and professional development planning details. Data is also available in the Colorado Shines Technology System. This includes rating criteria for the following: 1) Director Qualifications; 2) Early Childhood Teacher Qualifications; 3) Early Childhood Teacher and Aide Qualification; and 5) Ongoing Professional Development. Minimum thresholds are set and must be met in order for a program to achieve a high quality level (Levels 3 - 5).

-- **Financing. Describe:**

All licensed program quality improvement supports and quality incentive funding must be linked to goals noted within the child care program Colorado Shines Quality Improvement Plan. Participating programs may use quality improvement incentives in their market to compensate for professional development activities for their staff. Allowable activities include qualifying Early Childhood Education college coursework, conferences, or training. Funds may also be utilized to support temporary teaching staff in cases where staff are accessing professional development.

Tiered subsidy reimbursement can also be utilized by programs that have a higher Colorado Shines quality rating. These funds also can be used by the program to support professional development opportunities, increase wages, or provide bonuses for staff.

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 training alignment and approval process has been - and continues to be - a collaborative process. Through this process, Colorado is able to effectively increase the number of approved, competency-based trainings available across the state. Trainers are able to schedule training events directly in the Colorado Shines Professional Development Information System where early childhood professionals can register for them. This functionality supports increased access for professionals statewide. Trainers are able to use the competencies to organize, identify, and advertise training, align offerings across all content areas and levels of competency to better support skill development.

Additionally, Colorado's community colleges that offer early childhood courses, certificates and degrees, have mapped the core fifteen early childhood education courses to the Early Childhood Competencies. The four-year teacher preparation programs are also aligned to the Competencies

- Other

Describe:

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 Early Childhood Leadership Commission (ECLC) is a high-level, interagency, public-private leadership commission. Its role as the state advisory council requires it to be a

statewide leader, subject matter expert and champion of the best and promising practices throughout the state. The ECLC is the trusted and proactive champion for high quality, outcome-focused learning and development, health and well-being, and family support and education. The ECLC's focus rests upon programs and services for pregnant women and children from birth through age eight in Colorado.

The ECLC co-chairs may appoint subcommittees and working groups to assist the ECLC in its work or to address specific objectives. ECLC subcommittees and working groups are the mechanisms to gather broad stakeholder input as it relates to the ECLC's stated purpose and defined priorities. Membership in the subcommittees and working groups, determined by the ECLC co-chairs and subcommittee or working group co-chairs, include diverse, cross-sector representation and subject matter experts from the community. Stakeholders and members of the general public are welcome and encouraged to attend subcommittee and working group meetings.

Colorado's Early Childhood Professional Development Advisory Working Group is a working group to the Program Quality and Alignment Committee. This working group provides an annual progress update and guides the implementation of Colorado's Early Childhood Workforce Plan 2020.

The CCDF Co-Administrators meet on a regular basis with representatives of the Early Childhood Professional Development Team to support a collaborative decision making process to determine the direction of the early childhood professional development activities and ensure compliance with CCDF requirements, including 1) Prioritization of training development; 2) Training and education gaps; 3) Establishment and maintenance of performance metrics; and 4) Ongoing maintenance and configuration of the Colorado Shines Professional Development Information System (PDIS). Input from the Early Childhood Professional Development Advisory Working Group is solicited to inform their positions, but final decision making authority will rest with the four department representatives.

6.1.3 Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)).

Colorado's framework for training and professional development improves the quality, diversity, stability, and retention of caregivers, teachers, and directors by providing:

1. Financial assistance to attain credentials and post-secondary degrees. Quality Improvement funding and tiered subsidy payments are available for programs to support staff in completing training, certificates, courses, and degrees that enhance Early Childhood professionals' credentials and quality practice. The Expanding Quality in Infant Toddler Care Initiative promotes collaborations between local trainers and community colleges to support participants of community Expanding Quality in Infant Toddler Care trainings to also receive college credit. Through this process, participants can receive a grade and three college credits for completing the community based training.

Continuing Education Units required to maintain a Teaching License can be used toward an Early Childhood Professional Credential 2.0 and training hours completed to meet Colorado Shines Quality Rating and Improvement System Level 2 requirements can be used to meet the Continuing Education Units requirements for the Colorado Department of Education Teaching License.

2. Financial incentives linked to educational attainment and retention. The specific standards applied through the various levels of Colorado Shines are based on research about program quality and positive child development outcomes. A respectful work environment contributes to recruitment and retention of qualified child care staff. The Colorado Shines quality framework awards points within the Leadership, Management, and Administration Quality Indicator to programs that have a recruitment and retention plan that is reviewed and revised by the administration on an annual basis.

3. Financial incentives and compensation improvements. Quality Improvement funding and tiered subsidy payments are available for programs to offer financial incentives or compensation improvements to staff.

4. Reinforcing policies for paid sick leave. The specific standards applied through the various levels of Colorado Shines are based on research about program quality and positive child development outcomes. A substantial amount of evidence shows that compensation is related to the quality of staffing. The Colorado Shines quality framework awards points within the Leadership, Management, and Administration Quality Indicator to programs that offer full-time staff a compensation package with benefit options, such as paid time off (sick,

vacation, personal).

5. Reinforcing policies for paid annual leave. The specific standards applied through the various levels of Colorado Shines are based on research about program quality and positive child development outcomes. A substantial amount of evidence shows that compensation is related to the quality of staffing. The Colorado Shines quality framework awards points within the Leadership, Management, and Administration Quality Indicator to programs that offer full-time staff a compensation package with benefit options, such as paid holidays and paid time off (sick, vacation, personal).

6. Reinforcing policies for health care benefits. The specific standards applied through the various levels of Colorado Shines are based on research about program quality and positive child development outcomes. A substantial amount of evidence shows that compensation is related to the quality of staffing. The Colorado Shines quality framework awards points within the Leadership, Management, and Administration Quality Indicator to programs that offer full-time staff a compensation package with benefit options, such as health and dental insurance.

7. Reinforcing policies for retirement benefits. The specific standards applied through the various levels of Colorado Shines are based on research about program quality and positive child development outcomes. A substantial amount of evidence shows that compensation is related to the quality of staffing. The Colorado Shines quality framework awards points within the Leadership, Management, and Administration Quality Indicator to programs that offer full-time staff a compensation package with benefit options, such as a retirement plan.

8. Support for providers' mental health, such as training in reflective practices and stress-reduction techniques and health and mental health consultation services. Reflective consultation is offered to Expanding Quality for Infants and Toddlers participants.

Relationship Based Professional Development training is offered to Colorado Shines and EQ RELATE coaches. Topics include adult learning, coaching competencies, reflective practice, and coaching implementation tools. The Colorado Department of Human Services, Office of Early Childhood contracts with agencies across the state to offer access to Early Childhood Mental Health consultants. Colorado's infant and early childhood mental health consultation program helps early childhood professionals and parents build their skills so that they are equipped to support children with challenging behaviors and to facilitate healthy social and emotional development in all children. The free and voluntary program has been statewide since 2006, and Colorado aims to use the Center of Excellence support and tools to make the statewide system more consistent, including in the areas of onboarding, training and support, and evaluation.

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)).

Integration of Early Learning and Development Guidelines can be determined by the incorporation of the Guidelines in the structure of system elements. The Guidelines provide a solid foundation and connection across the variety of system elements in Colorado.

Examples include:

1. The Expanding Quality in Infant and Toddler Initiative is focused on increasing the quality and availability of respectful, responsive infant and toddler care across Colorado while supporting local communities to expand their capacity to support infants, toddlers, and their families. Expanding Quality Infant Toddler Specialists receive additional training on Colorado's Early Learning and Development Guidelines;
2. The Colorado Shines Quality Rating and Improvement System Points Structure Guide includes a number of ways that a program can utilize Colorado's Early Learning and Development Guidelines as a way to accumulate points. There are also a number of courses that have been developed as a Level 2 course or a high quality course within the Colorado Shines Professional Development Information System (PDIS) that incorporate the Early Learning and Development Guidelines content;

3. The Colorado Competencies for Early Educators and Administrators aligns the Guidelines within the Core Competency Domain: Child Growth, Development, and Learning. This competency reinforces the importance in understanding a child's growth, development, and learning in order for a professional to provide experiences that foster the predictable steps and sequences of development. Developmentally appropriate learning experiences consider a child's language and cultural background, needs, and learning preferences, while recognizing factors such as family characteristics and community influences;
4. The Colorado Shines Professional Development Improvement System (PDIS) offers a number of training modules that address Colorado's Early Learning and Development Guidelines and this important resource is for professionals, families, and advocates who care for and about children. Colorado incorporates knowledge and application of the State's health and safety standards by requiring training in a Department-approved Standard Precautions course which meets OSHA requirements; annual training in review and maintenance of child immunization records, safe sleep environments and health, safety and nutrition. New child care center regulations also limit the amount of screen time, limit the amount of sugary drinks, and clearly define the gross motor activities which must be provided on a daily basis. Colorado also requires training in emergency preparedness for all child care providers, including preparing and maintaining emergency management guides specific to that facility/area. Required training modules will be made available to all child care providers through the Colorado Shines Professional Development Information System in an e-learning format.

Colorado incorporates social-emotional/behavioral and early childhood mental health intervention models, which may include positive behavior intervention and support models by requiring that three of the 15 continuing ongoing professional development clock hours be focused on social emotional topics. These topics include, but are not limited to, early brain development, the importance of developmental screening and monitoring for social emotional health, toxic stress and resiliency, and working effectively with a mental health consultant. Efforts will be ongoing to develop training that specifically enhances the skills of professionals to support social emotional health and well being for children in child care.

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 Colorado Shines Professional Development Information System contains a Learning Management System making training widely available. As training is approved and added to

the system - including training required by licensing as well as ongoing professional development - the self paced e-learning modules are available to professionals across the state. In addition, many of the modules are available as face-to-face learning experiences and can be utilized by qualified trainers statewide, including trainers associated with Indian tribes and tribal organizations.

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

Spanish is the largest language need in Colorado and efforts are focused on assuring support in this language. Recruitment and retention of those providers whose first language is Spanish is supported in several ways. Child Care Licensing worked with Padres & Jóvenes Unidos on a Spanish language curriculum and training guide for family child care home providers. Both the websites (Colorado Shines and Office of Early Childhood) are available in Spanish. Informational materials, health and safety requirements, and Colorado Shines resource materials are available for both parents and professionals. Help desk support also includes bilingual Spanish support. Additionally, the State offers a growing number of face-to-face and online, self-paced e-learning courses in Spanish in order for individuals to meet licensing requirements and engage in ongoing professional development related to Colorado Shines or other related topics in the field. Evaluation data is collected to assess the ongoing need to offer a more broad range of professional content in Spanish or other non-English languages. Finally, the Early Childhood Competency Self-Assessment is translated into Spanish. The competencies outline what an individual should know and be able to do based on their role.

b) who have disabilities

Child Care Licensing consults with child care providers and potential child care providers (applicants) to make accommodations necessary to become licensed, including those with disabilities. In addition, the Colorado Department of Human Services is currently working on contracts to place translators for the deaf and hard of hearing at rural Early Childhood

Councils.

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)).

In Colorado, there are no additional requirements for professionals who work with children whose families receive the child care subsidy. There are, however, additional requirements related to professionals who work with infants and toddlers. The Early Childhood Professional Credential 2.0 (our state's career ladder) promotes professional development related to children with high needs (children whose first language is not English, children with disabilities, children experiencing homelessness, children living on tribal lands, etc.). The Credential 2.0 is a major component of the Colorado Shines Quality Rating and Improvement System.

Colorado develops content to address requirements and professional development needs for providers that support school age or Colorado Shines ineligible programs based on rule, state priorities and areas of need identified through the reports of inspections (ROI) for these license types, such as playground safety and injury prevention. Other agencies, such as the Colorado Afterschool Partnership (CAP) supports a more focused professional development strategy for school age providers.

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).

Colorado offers the course, Supporting Children and Families Impacted by Homelessness, through the Colorado Shines Professional Development Information System. This course reviews how to determine if a family meets the definition of being "homeless" and the services available for homeless families. It also covers what early care and learning programs can do to support children and families experiencing homelessness. After completing this course, professionals will be able to:

1. Define who is considered homeless as defined by the McKinney-Vento Homeless Assistance Act;
2. Dispel myths about homelessness in early learning programs; and,
3. Help families and children experiencing homelessness find local resources.

The Provider Self Service Portal offers a help desk to access additional technical assistance if needed.

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 Colorado Department of Human Services, Office of Early Childhood contracts with Child Care Resource and Referral agencies statewide. These agencies collaborate locally with homeless service providers, McKinney-Vento liaisons and others who work with families experiencing homelessness to identify and provide referrals to child care.

Training for county supervisory and eligibility staff with the Colorado Child Care Assistance Program (CCCAP) includes an overview of rules that relate to enrolling and serving children experiencing homelessness.

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

Issue policy change notices

- Issue new policy manual
- 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 Colorado Department of Human Services, Office of Early Childhood maintains the Customer Account Service Desk and the Attendance Tracking System Help Desk to assist county departments of human services and Colorado Child Care Assistance Program (CCCAP) providers at the local level. These supports provide clarification for policy questions and the general use of the technology systems. Case notes from these calls are analyzed regularly to observe trends which inform training and technical assistance needs (e.g., consistent errors, help desk tickets, frequent questions, unmet program goals).

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.

Colorado recognizes the value of business practices and includes leadership, management and administration as one of the five quality standards within the Colorado Shines Quality Rating and Improvement System. Reinforcement of this standard is leveraged through quality improvement supports, such as coaching and professional development. The Colorado Shines coaching model includes intensive support offered by subject matter experts to enhance particular aspects of quality. One way in which credentialed coaches support the Leadership, Management and Administration Quality

Indicator is through the utilization of the Business Administration Scale for Family Child Care (BAS) and the Program Administration Scale (PAS). Both are reliable and easy-to-administer tools for measuring the overall leadership and management practices of early childhood programs. Each tool can be utilized as a self-assessment, or in combination with coaching to learn about the quality of practices and act as a catalyst for action toward positive change and quality improvement efforts.

Indicators measured by the BAS include:

- Qualifications and Professional Development
- Income and Benefits
- Work Environment
- Fiscal Management
- Recordkeeping
- Risk Management
- Provider-Parent Communication
- Community Resources
- Marketing and Public Relations
- Provider as Employer

The PAS measures quality on a 7-point scale in 25 items clustered in 10 subscales:

- Human Resource Development
- Personnel Cost and Allocation
- Center Operations
- Child Assessment
- Fiscal Management
- Program Planning and Evaluation
- Family Partnerships
- Marketing and Public Relations
- Technology
- Staff Qualifications

Colorado is fortunate to have a number of qualified trainers for the BAS and PAS. These individuals offer training supports and technical assistance on a fee for service basis. State level training support will be provided as needed and budget allows.

A key aspect of Colorado's Early Childhood Professional Development System Plan is a framework of performance-based competencies for early childhood educators and administrators. The content areas, otherwise known as domains, describe knowledge and skills that early childhood educators need in order to work effectively with children birth through age eight and their families. In order to increase knowledge and skills, professionals are expected to participate in quality continuing education opportunities

(e.g., college classes, community-based state-approved training, etc.). One of the domains is program planning and development. This is because Colorado believes that strong leadership is vital to high quality early childhood programs. Leaders who administer early childhood programs must have a solid foundation in organizational, personnel, and financial management. Sustaining a philosophical base with clear goals and objectives while striving for continuous quality improvement helps to ensure high quality programming for children and their families. An important responsibility of an early childhood program leader is to know and uphold rules, regulations, and high quality standards within the daily operations of the program. The ability to supervise and guide all staff in providing the best practices outlined within high quality standards is the stepping stone to quality. Leaders also work on developing strategic plans that consider aspects of program financing and collaborate with colleagues, community resources, and specialists who can lend support to ensure that aspects of the strategic plan are administered and successful.

Through ongoing data collection and analysis from the Colorado Shines Quality Rating and Improvement System and the Professional Development Information System, Colorado will continue to prioritize training development and technical assistance resources related to business practices for professionals in the field as well as those who provide program level support through coaching.

b) Check the topics addressed in the state/territory's strategies. Check all that apply.

- Fiscal management
- Budgeting
- Recordkeeping
- Hiring, developing, and retaining qualified staff
- Risk management
- Community relationships
- Marketing and public relations
- 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

The Colorado Early Learning and Development Guidelines describe the trajectory of children's learning and development from birth to eight years old. The Guidelines are designed so that everyone who cares for young children can play an important part in giving Colorado's children a strong start. The Guidelines are based on national research and bring together widely accepted strategies to help children develop successfully. They were reviewed and advised by both state and national experts with knowledge of early childhood development and teaching practice, as well as specific content areas. These experts have woven together their knowledge about these important years, and as a result, the Guidelines are aligned with and help connect existing programs to create a coordinated approach to learning and development.

The Guidelines include a broad description of children's growth to ensure a holistic approach to creating positive early childhood environments. For each age level, the Guidelines address approaches to learning, health and physical development, social and emotional development, language, literacy, numeracy, logic and reasoning, and other

subject specific learning. Although the specific domains used to organize descriptions of children's development evolve within the Guidelines to reflect the specific requirements of each age group, they maintain a broad view of the whole child and describe all aspects of children's growth.

The Guidelines acknowledge and are responsive to variations in culture, languages, and abilities. For instance, child rearing practices, developmental expectations, the role of different family members, and the child's own individual versus collective identity may vary across cultures. To address this, the Guidelines include examples and resources that address the particular requirements of children for whom English is a second language and children with learning or physical challenges. The Guidelines also acknowledge the great variation in when and in what order children attain particular developmental milestones. The knowledge and skills described are designed to provide support and information to families, caregivers, and educators concerning children's development within certain age spans, rather than dictate exactly when or how each child should progress.

[b\) Describe how the state/territory's early learning and developmental guidelines are appropriate for all children from birth to kindergarten entry.](#)

The Colorado Early Learning and Developmental Guidelines are divided into three major sections: Birth-Age 3; Ages 3-5; and Kindergarten-Third Grade (Ages 5-8). Each of these sections describes children's development within a set of areas called domains. These domains differ somewhat for each age group. The Guidelines begin with a narrative describing the first four months of a baby's life. This is followed by a set of tables describing children's abilities from ages 4 months to 5 years. These tables organize content within domains and subdomains and include indicators, examples, and suggested supports. Content for infants and toddlers is organized for children at 4-8 months, 9-18 months, and 19-36 months. Content for preschool-age children 3-5 years old is articulated as a single age span. The Guidelines conclude with a narrative describing the development of children in kindergarten through third grade. A graphic is used to orient readers to how the Guidelines are organized by domains across age ranges. Domains are color-coded throughout the Guidelines to align with the graphic.

These Guidelines are aligned with the Colorado Academic Standards for preschool through third grade and with the Head Start Child Development and Early Learning

Framework. They are designed to show the continuum of development from birth through age 8, while complementing the variety of existing expectations and models being used in the State of Colorado with each age group. Thus, the Guidelines were informed by a wide variety of state and national documents, including current research on early learning and best practices in early education.

c) Verify by checking the domains included in the state/territory's early learning and developmental guidelines. Responses for "other" is optional

- Cognition, including language arts and mathematics
- Social development
- Emotional development
- Physical development
- 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.

Colorado's State Advisory Council, the Early Childhood Leadership Commission, ensures the update of the Early Learning and Development Guidelines through a sub-committee of the Program Quality and Alignment Committee.

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

The Colorado Early Learning and Development Guidelines were developed through the Early Childhood Leadership Commission, the Colorado State Advisory Council, through a sub-committee of the Program Quality and Alignment Committee. The Early Learning and Development Guidelines Advisory Board served as a time-limited sub-committee to ensure that the Guidelines reflect a strong research base, enhance working early childhood systems in Colorado, and meet the need of diverse audiences and purposes. The Guidelines were finalized in March of 2012 and are updated at least every 10 years.

f) If applicable, discuss the state process for the adoption, implementation and continued improvement of state out-of-school time standards

Child Care Licensing sets the standards for out-of-school time care through rule which is informed by *Caring for Our Children*. These rules are reviewed and revised on a regular basis through consultation with other state agencies, child development experts, health professionals, school-age providers, school-district personnel, national accreditation bodies, the Colorado Afterschool Partnership and health and safety experts, such as certified playground safety inspectors.

g) Provide the Web link to the state/territory's early learning and developmental guidelines.

<https://earlylearningco.org/>

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 Colorado Early Learning and Developmental Guidelines are intended to:

1. Improve families' and professionals' knowledge of child development;
2. Guide families and professionals working with children in planning and implementing developmental and learning activities;
3. Inform or guide developmental support, instruction, assessment, and intervention; and,
4. Provide unifying guidelines that are embraced by and embedded in programs and services (e.g. early care and education, home visitation, medical homes, early intervention) across the comprehensive early childhood service delivery system in Colorado.

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)).

Colorado implements Colorado Shines, a statewide Tiered Quality Rating and Improvement System (QRIS), to ensure children receive the highest quality programming in all licensed settings serving children prior to kindergarten entry. The Colorado Shines QRIS includes integrated technology systems, which provides an opportunity to develop and track data informed goals for quality improvement. The Colorado Shines Professional Development and Information System (PDIS) and the Colorado Shines QRIS technology system are integrated

to share data related to employee professional development and credentials which informs the progression and point accumulation for child care programs within the Workforce and Professional Development quality standard. The integration with the State Child Care Licensing System enables Colorado Shines to always have up-to-date program license data and basic program profile information. The data exchange between the ecConnect Quality Improvement Grant Management System enables the program to see what funding is available, as well as the ability to apply for quality improvement grants. Finally, including child care resource and referral functionality within the Colorado Shines technology system enables referral specialists to easily help families search for programs that match their needs and criteria with ease and in turn provide a better experience for families and their children.

The Colorado Department of Human Services, Office of Early Childhood utilizes data from the Colorado Shines technology system and other state databases that are linked to this system to both support and sustain increased program quality across the state and better evaluate the progress of both professionals and programs. Through the detailed and conscientious data collection efforts related to these components, data is used to assess and inform the presence of quality, as well as areas of need. Ultimately, data is utilized to ensure the quality investments that Colorado is able to make now, and in the future, are available to the highest number of programs and supporting the attainment of high-quality levels for these programs.

The CDHS implements C-Stat, a performance-based analysis strategy that allows every program to focus on and improve performance outcomes. Through this process, CDHS and the Office of Early Childhood are able to make more informed, collaborative decisions to align efforts and resources to affect positive change. Continuous quality improvement is achieved through the collection of timely data; increasing transparency; conducting regular executive meetings to assess the effectiveness of the strategies; and identifying new performance measures.

The Office of Early Childhood collects data, which is examined on a monthly basis in C-Stat meetings with the CDHS Executive Leadership. Together, with Office staff, the data is analyzed to identify positive trends and opportunities for improvement. When improvements are needed, the Office determines and implements appropriate strategies, and Executive Leadership supports the process by reducing barriers when possible. Using C-Stat to focus on key measures, Colorado has successfully maintained high performance on measures that

are within the control of CDHS.

7.1.2 Describe the findings of the assessment and if any overarching goals for quality improvement were identified.

Colorado includes four components that make up the overarching goals to improve the quality of child care services: quality standards, improvement supports, quality incentives, and supports for implementation. Quality standards include child care licensing regulations and quality indicators outlined within the Colorado Shines Quality Rating and Improvement System (QRIS). Colorado Shines includes five standard areas that research has shown are related to program quality: Child Health; Family Partnerships; Leadership Management and Administration; Learning Environment; and, Workforce and Professional Development. In addition to accumulating the total number of points required for each rating Levels 3-5, programs must meet minimum levels of quality as measured by the appropriate Early Childhood Environment Rating Scale (ERS). To support quality improvement, Colorado offers programs professional development and coaching to support best practices. Quality incentives are offered statewide to support quality improvement and professional development. Finally, supports for implementation address funding to support recruitment and engagement of programs, training and supervision for technical assistance staff, and data systems development, integration and maintenance. These goals were selected as priorities for the Colorado Department of Human Services, Office of Early Childhood in partnership with the Early Childhood Leadership Commission, Colorado's State Advisory Council.

Through the prioritization of goals and the analysis of data from these systems, Colorado has established the following goals for quality improvement:

High Quality, Accountable Programs.

1. Increase the percentage of early care and learning programs in the top tiers of Colorado Shines (Levels 3-5).
2. Increase access to high quality early care and learning programs for all families, despite income levels.
3. Increase provider engagement with the Colorado Shines Quality Rating and Improvement System.
4. Increase the percentage of children under the age of five participating in the Colorado

Child Care Assistance Program in high quality early care and learning programs.

Promote Early Learning and Development Outcomes for Children.

1. Incorporate the Colorado Early Learning and Development Guidelines into Colorado Shines, training and professional development, assessment training, and communications to communities and families.

Workforce and Professional Development.

1. Increase the number of self-paced eLearning courses that address health and safety standards, Colorado Shines quality indicators, and Early Childhood Competencies.

Child Care Resource and Referral.

1. Increase child care program awareness and engagement in statewide initiatives (Colorado Shines QRIS and PDIS, Child Care Licensing and Colorado Child Care Assistance Program).
2. Increase family awareness on the full range of child care options in their local area or region, including enhanced referrals to families with unique needs, children with special health and behavioral concerns, and additional resources for families at risk to ensure families have the information to make informed choices regarding the services that best suit their needs.

7.2 Use of Quality Funds

7.2.1 Check the quality improvement activities in which the state/territory is investing

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.

CCDF funds

Other funds

Describe:

The Colorado Department of Human Services, Office of Early Childhood leverages both CCDF funds and State General Fund to support the training and professional development of the child care workforce.

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:

The Colorado Department of Human Services, Office of Early Childhood leverages both CCDF funds and State General Fund to develop, maintain, and implement the Colorado Early Learning and Development Guidelines.

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:

The Colorado Department of Human Services, Office of Early Childhood leverages both CCDF funds and State General Fund to implement and enhance Colorado Shines, the state tiered quality rating and improvement system.

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:

The Colorado Department of Human Services, Office of Early Childhood leverages both CCDF funds and State General Fund to improve the supply and quality of child care services for infants and toddlers.

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:

The Colorado Department of Human Services, Office of Early Childhood leverages both CCDF funds and State General Fund to establish a statewide system of child

care resource and referral services.

- 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:

The Colorado Department of Human Services, Office of Early Childhood leverages both CCDF funds and State General Fund to facilitate compliance with state requirements for inspection, monitoring, training, and health and safety standards.

- 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:

The Colorado Department of Human Services, Office of Early Childhood leverages both CCDF funds and State General Fund to assess the quality and effectiveness of child care services for providers serving children prior to kindergarten entry.

- 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:

The Colorado Department of Human Services, Office of Early Childhood leverages both CCDF funds and State General Fund to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development.

- 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:

The Colorado Department of Human Services, Office of Early Childhood leverages both CCDF funds and State General Fund to support other activities to improve the quality of child care services, including provider preparedness, child safety, child well-being, or kindergarten entry.

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.

- 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 Colorado Department of Human Services, Office of Early Childhood develops, either directly or through contract, competency- based, self-paced e-learning training modules that aligns with the Colorado Child Care Licensing Health and safety Standards, best practices identified through the *Caring for our Children Basics*, and the Colorado Competencies for Early Childhood Educators and Administrators (Early Childhood Competencies).

Future course developed is developed by the instructional design team at the Colorado Department of Human Services, Office of Early Childhood, or through collaborative partnership, in order to enhance the skills of child care professionals as resources allow. Funding to support the internal instructional design effort include CCDF and State General Fund. Subject matter experts may be internal or external to the Office of Early Childhood so funding for this time and effort will vary. The Colorado Shines Professional Development Information System includes a course catalog that details information for courses available (<https://ecpd.costartstrong.org>).

- 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:

- 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:

- 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:

- 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:

Colorado will continue to develop trainings, that align with Colorado Child Care Licensing Health and safety Standards, best practices identified through the *Caring for our Children Basics*, and the Colorado Competencies for Early Childhood Educators and Administrators (Early Childhood Competencies), in order to meet the professional development needs of child care professionals who care for children with specialized needs or are located in targeted regions of the state. As Colorado implements targeted services in geographic areas with significant concentrations of poverty and unemployment, professional development needs will be taken into consideration. Currently, for the purpose of the credential, trainings that earn additional "high needs" points are focused on the following: Special Education/Needs, Inclusion, Disabilities, Developmental Delays, English/Dual Language Learners, Poverty/Low Income, Social/Emotional, Cultural Competence, Infants/Toddlers, Differentiation, Tribal/Indian populations, Migrant populations, Foster Care, and Homelessness.

- Caring for and supporting the development of children with disabilities and developmental delays

Describe:

- Supporting the positive development of school-age children

Describe:

- 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 Colorado Department of Human Services, Office of Early Childhood evaluates and confirms learning objectives through ongoing needs assessments for all training and professional development activities. The Office of Early Childhood includes an instructional design team that assesses and provides feedback regarding trainees' acquisition of knowledge and skill at the completion of training and recommends additional self-development or training activities to promote skill development. this staff knows and engage in a variety of assessment methods before, during, and after training to measure the impact of training.

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.

The Colorado Shines Quality Rating and Improvement System is administered statewide. The Colorado Department of Human Services secures contracts with a number of partners to support the implementation of this system, including: 1) Colorado Shines Rating Administrator; 2) Early Childhood Coaching Consultant; 3) Early Childhood Professional Development Team; 4) Colorado Shines Environmental Rating Scales (ERS) Inter-Rater Reliability Partner; 5) Child Care Licensing; and 6) Early Childhood Councils. The Department maintains a website that include detailed information for Colorado Shines (<http://www.coloradoshines.com>).

- 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).

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:

Although the response for 7.4.2 a indicates all programs are required to participate. This option was selected because it represented the best option based on Colorado's requirements. To be more specific, required participation is only required in cases where a program is licensed and enrolls children prior to kindergarten entry. All programs meeting these criteria are required to participate in the Colorado Shines Quality Rating and Improvement System. This does not, however, include relatives and/or licensed exempt providers.

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?

- 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:

Colorado Shines recognizes the Family Child Care Quality Certificate Program as an alternative pathway for a Level 2.

7.4.4 Do the state/territory's quality standards build on its licensing requirements and other regulatory requirements?

- 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:

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

- 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:

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

Information from Colorado Shines technology system link to other state data systems to both support and sustain increased program quality across the state and better evaluate program outcomes. The enhanced system helps benchmark quality for consumers and broaden awareness of the components of quality. Colorado is tracking these data to understand the impact of quality investments and to inform policy decisions for quality improvement investments. Data is used to ensure the quality investments that Colorado is able to make now, and in the future, are available to the highest number of programs and supporting the attainment of high-quality levels for these programs.

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:

- 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:

- 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:

Infant-toddler specialists provide ongoing coaching based on the content of Expanding Quality in Infant Toddler Care (EQIT) 48-hour core course of training, using the EQ RELATE coaching model. This strengths-based and caregiver driven coaching model supports caregivers as they implement their learning about relationship-based care in child care settings. Caregivers choose the content focus of each coaching visit. Infant toddler specialists observe the caregiver and document positive child experiences and effective caregiver strategies. A short reflective conversation follows each observation visit and includes goal setting and review related to responsive infant toddler care strategies.

- 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:

The specific standards applied through the various levels of Colorado Shines are based on research about program quality and positive child development outcomes for children prior to kindergarten entry, including infants and toddlers. Quality improvement funds are available to support opportunities identified for the program within the Quality Improvement Plan, with a majority of these efforts focused on the availability and access to quality infant and toddler care. Colorado Shines provides optional points for programs using the CLASS Assessment for Infant/Toddler. In order to receive points toward during the quality assessment, the program must meet one or both of the following requirements: 1) The program must demonstrate it has had a reliable, independent, trained observer complete an Infant CLASS Assessment in the past 12 months in at least 50% of the classrooms. and 2) The program has had a reliable, independent, trained observer complete a Toddler CLASS Assessment in the past 12 months in at least 50% of classrooms. This framework also includes scores from the Environment Rating Scale score.

[Developing infant and toddler components within the state/territory's child care licensing regulations](#)

[Describe:](#)

The Colorado Department of Human Services, Office of Early Childhood has developed infant and toddler components within the Colorado Child Care Licensing Regulations.

These rules address requirements related to the following:

1. Infant program staff
2. Toddler program staff
3. Infant and toddler programs affiliated with public school teen parent programs
4. Physical care and supervision for infant and toddler programs
5. Meals and snacks, feeding the infant
6. Child care equipment and materials
7. Play equipment and materials
8. Rest time equipment
9. Buildings and facilities for infant programs and toddler programs
10. Space requirements
11. Food preparation area for infant and toddler programs
12. Toilet facilities
13. Fire and safety requirements

[Developing infant and toddler components within the early learning and developmental guidelines](#)

[Describe:](#)

The Colorado Early Learning and Development Guidelines addresses children birth to age 3 and describes the development of infants and toddlers during their first three years of life and provides suggestions and guidelines for parents and other caregivers. The Guidelines are broken into four age groups. The first age group, birth to four months, is presented as a narrative that describes the unique needs of newborns and how caregivers can support the early development of very young infants. The remaining three age groups - 4-8 months, 9-18 months, and 19-36 months - list indicators and examples that describe what infants and toddlers do that is typical of development at those ages. Also provided are a variety of suggested supports, which provide ideas for what caregivers can do to support the development of infants and toddlers at each age group, and what environmental supports they may provide.

[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:

Parents and families of young children receive information about programs that have been quality rated. The Colorado Shines website, www.coloradoshines.com, targets parents and families of young children to help them search for quality-rated providers for their young children and promotes the benefits of quality early care and education. This resource offers messages with easy-to-understand plain language, including defining what is meant by "quality" child care and education. Quality levels achieved by child care programs are posted on this website which contains a child care facility search for parents and the public. The website also provides parents and families with information to help them support their child's learning and development.

The Colorado Department of Human Services utilizes local delivery partners to support the dissemination of information to families. These partners include county departments of human services county departments of human services, local agencies offering child care resource and referral services and supports, the centralized call center that supports child care resource and referral activities, early childhood mental health specialists and Early Childhood Councils. Family information is also available at the following websites: Colorado Shines Quality Rating and Improvement System website (www.coloradoshines.com), Colorado Early Learning and Development Guidelines website (www.earlylearningco.org), and the Office of Early Childhood website (www.coloradoofficeofearlychildhood.com). Specifically, the following information is provided:

1. Information about the availability of the full diversity of child care services that will promote informed child care choices. This information is currently available through county departments of human services on their Colorado Child Care Assistance Program (CCCAP) websites. In addition, families who need assistance in selecting child care programs and information about different types of child care options are referred to Resources and Referral agencies.
2. Availability of child care assistance. County departments of human services post information on their websites describing eligibility criteria and requirements for CCCAP. Community based organizations, such as the Resource and Referral agencies and Early Childhood Councils, also contribute in the effort of informing families about CCCAP. The Office of Early Childhood website contains a section devoted to CCCAP which includes an overview of child care assistance.
3. Quality of child care providers. The Colorado Shines Quality Rating and Improvement System website includes information on how to find quality child care and posts ratings for individual child care programs. This website also contains a

link to CCCAP.

4. Research and best practices in child development, including all domains, and parent and family engagement: While some of this information exists on the Colorado Shines website (<http://coloradoshines.force.com/ColoradoShines>) and the Colorado Early Learning and Development Guidelines website (<http://earlylearningco.org>), more in-depth information will be added.
5. Information regarding policies on expulsion of preschool-aged children.
6. Policies regarding the social-emotional/behavioral and early childhood mental health of young children. Child Care Licensing regulations, implemented in February 2016, require child care centers to have procedures in place to provide individualized social/emotional intervention supports and to utilize early childhood mental health consultants.

Finally, the website earlychildhoodmentalhealthco.org will be promoted and is geared to providers. Resources include printable materials, videos (stigma, asking for help, etc.). In addition to resources this includes ways for providers to be connected with early childhood mental health. Early Childhood Mental Health Consultation 101, modules developed through the Early Childhood Mental Health Foundations to address social emotional development. Templates that relate to the suspension and expulsion policy are developed by mental health consultants to help programs meet the licensing requirements and have appropriate program level policies to (ensure that there is consistent, meaningful language and to reinforce effective parent/provider partnerships.

- 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:

The Colorado Department of Human Services, Office of Early Childhood requires through Child Care Rule that staff consult with a currently Colorado licensed registered nurse with knowledge and experience in maternal and child health, a pediatric nurse practitioner, or a family nurse practitioner, or a pediatrician at least once a month at the child care facility. The monthly consultation must be specific to the needs of the facility and include some of the following topics: training, delegation and supervision of medication, administration and special health procedures, health care, hygiene, disease prevention,

equipment safety, nutrition, interaction between children and adult caregivers, and normal growth and development, including that for infants and toddlers.

Coordinating with mental health consultants.

Describe:

The Colorado Department of Human Services, Office of Early Childhood requires through rule that Child Care Centers develop procedure on guidance, positive instruction, supporting positive behavior, discipline and consequences, include how the program will access an early childhood mental health consultant or other specialist as needed.

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

The Colorado Department of Human Services analyzes reports of inspections to ensure compliance with child care rules and regulations and other state standards. These data will be analyzed to determine any trends relevant to noncompliance and will inform training and technical assistance resources. Analysis of these data will inform progress relevant to infant and toddler components within the Colorado Child Care Licensing Regulations, including the utilization of early childhood mental health consultants and child care health consultants.

A team of instruction designers within the Office of Early Childhood evaluates and confirms learning objectives through ongoing needs assessments for all training and professional development activities. This team assesses and provides feedback regarding trainees' acquisition of knowledge and skill at the completion of training and recommends additional self-development or training activities to promote skill development. this staff knows and engage in a variety of assessment methods before, during, and after training to measure the impact of training.

The Colorado Shines website includes consumer-friendly information about each rating level to help families understand the difference between each quality rating level. Colorado will continue to promote Colorado Shines and child care quality ratings and evaluate the impact of any formal marketing campaign, including website analytics and feedback from parents and the public regarding the readability of reports. Efforts to incorporate the Colorado Early Learning and Development Guidelines into Colorado Shines, training and professional development, assessment training, and communications to communities and families are ongoing.

Information from Colorado Shines technology system link to other state data systems to both support and sustain increased program quality across the state and better evaluate program outcomes. The enhanced system helps benchmark quality for consumers and broaden awareness of the components of quality. Colorado is tracking these data to understand the impact of quality investments and to inform policy decisions for quality improvement investments. This includes coaching activities and the Expanding Quality in Infant and Toddler Care courses.

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 measurable 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 following are measurable indicators of progress relevant to the use of funds to establish or expand a statewide system of child care resource and referral services:

1. Increase the engagement of early care and education programs and early care and education professionals with the Colorado Shines Quality Rating and Improvement System and Professional Development Information System. As of September 2018, 53.8% of programs engaged at a Level 2 or higher within the Colorado Shines Quality Rating and Improvement System. The Colorado Shines Professional Development Information System 13,104 credentialed professionals, 47,802 registered users, and 266,990 course completions.
2. Increase family awareness on the full range of child care options in their local area or region, including enhanced referrals to families with unique needs, children with special health and behavioral concerns, and additional resources for families at risk to ensure families have the information to make informed choices regarding the services that best suit their needs. During the last reporting period, Child Care Resource and Referral Agencies assisted 465 families in their search for child care (September 2018).

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 Colorado Department of Human Services leverages the Colorado Shines Professional Development Information System, which includes a learning management system, to publish self-paced e-learning modules. These modules address a variety of health and safety licensing standards. In addition, administrative guides are developed to accompany rules regulating child care facilities. The guides serve to clarify, and ensure the proper and consistent interpretation and implementation of, child care rules. The guide also provides the rationale behind rules and links to resources to help programs comply with the rules.

7.7.2 Does the state/territory provide financial assistance to support child care providers in complying with minimum health and safety requirements?

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

The Office of Early Childhood, Colorado Department of Human Services analyzes reports of inspections to ensure compliance with child care rules and regulations and other state standards. These data will be analyzed to determine any trends relevant to noncompliance and will inform training and technical assistance resources. Colorado recently launched a technology system that allows analysis of data by rule. This system was fully launched in August of 2018. The Office of Early Childhood is currently collecting report of inspection data and will conduct an analysis once the system has collected data for a one year period (August 2019).

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

Colorado Shines is a/the system used for assessing, enhancing, and communicating the level of quality of licensed child care programs. This quality rating and improvement system (QRIS) provides a framework for rating all licensed child care programs serving children five years of age or younger using a common set of research-based standards, specifically to incentivize and support programs to maintain and increase quality over time. Colorado Shines quality Levels 1 and 2 are building blocks. The Office of Early Childhood, Division of Early Care and Learning, Child Care Licensing Administration Unit is responsible for rating and monitoring Level 1 and Level 2 programs within Colorado Shines. Programs that meet current child care licensing criteria will receive a Level 1 quality rating. Level 1 demonstrates that a program maintains a permanent license. If a program chooses not to pursue higher quality levels within Colorado Shines, then it will remain at a Level 1 unless licensing compliance changes. There are no requirements that programs be rated beyond the licensing requirement of a Level 1.

Colorado Shines includes five standard areas that research has shown are related to program quality: Workforce and Professional Development; Family Partnerships; Leadership, Management and Administration; Learning Environment; and Child Health. In addition to accumulating the total number of points required for each rating Levels 3-5, programs must meet minimum levels of quality as measured by the appropriate Early Childhood Environment Rating Scale (ERS). The Colorado Shines quality standards apply to all licensed child care centers, family child care homes, and district and charter-based preschool programs serving children prior to kindergarten entry. This rating system is based on an accumulation of points within the quality standard categories and results in a rating level of 3 to 5.

Colorado launched the Colorado Shines Quality Rating and Improvement System (QRIS) in 2015 and immediately engaged in a validation study (led by Child Trends) to ensure that the rating structure was working for children, families, programs, and providers. The purpose of this study was to support Colorado in: (1) implementing a QRIS that measures quality in a meaningful way; (2) utilize clear, valid, and efficient procedures for verifying program quality; and (3) provide initial insights into how the Colorado Shines quality framework can support children's development and readiness for school success. This study demonstrated that the Colorado Shines rating structure is a valid approach for identifying meaningful differences in observed quality. The Colorado Shines validation study was guided by national research on QRIS validation methods. A Quality Rating and Improvement System validation brief sponsored by the Office of Planning, Research and Evaluation in the Administration for Children and Families, U.S. Department of Health and Human Services[1] defined four interrelated aspects of QRIS

validation: 1) examining the key concepts included in a QRIS to ensure that they reflect critical aspects of program quality; 2) examining the strategies used to measure each concept in the QRIS; 3) determining the extent to which the overall program ratings accurately reflect differences in quality; and 4) determining the extent to which the program ratings are associated with measures of children's development. Given the early stage of implementation, the Colorado Shines validation study addressed the first three of these four activities. A summary of the methodological approach and key findings are included below.

Colorado Shines Evidence Base

To examine the key concepts included in the Colorado Shines quality constructs, Child Trends conducted a literature review. The goal of this review was to examine existing research evidence and professional standards to support the inclusion of the Colorado Shines quality categories, particularly as they pertain to the promotion of positive outcomes for children. The literature review demonstrated that the Colorado Shines quality categories are grounded in research. The evidence review demonstrates an empirical basis for the Colorado Shines quality categories and criteria. In some instances, the research demonstrates mixed findings or limited empirical evidence. These are topics (e.g., workforce qualifications, ratios, the most effective family engagement practices) in which the early care and education field continues to investigate the relationships between standards of quality and children's development and learning.

Measurement Strategies

To examine the strategies used to measure the Colorado Shines quality constructs, Child Trends conducted a document review and interviews with key stakeholders who implement the rating process. The goal of this activity was to determine whether the strategies used to measure the quality indicators are rigorous and working as intended. An examination of the Colorado Shines measurement strategies also included an assessment of the inter-rater reliability procedures used for the classroom/program observation measure(s) and the rating process used by program verifiers who conduct document reviews and reviews of other sources of evidence that comprise the quality rating. The Child Trends assessment determined that the rating process is clearly articulated for program verifiers and includes an inter-rater reliability process that will help ensure consistency across staff. The policies and procedures that guide the Colorado Shines rating process are clearly articulated and aligned with best practice, which can help to ensure consistency across rating specialists and assessors and the accuracy of rating determinations.

Rating Outputs

The third validation approach examined the extent to which the Colorado Shines ratings reflect meaningful differences in program quality. In addition, this study explored the extent to which the Colorado Shines alternative pathways rating process also accurately reflected expected differences in program quality. To address this research activity Child Trends completed a series of observations using the Environment Rating Scale (ERS) observation tools. The Early Childhood Environment Rating Scale (ECERS-3) is the newest edition of the ERS used in preschool classrooms. Colorado Shines uses the ECERS-R to evaluate environment quality in child care centers. Thus, this study used the updated instrument as a secondary measure to validate findings in preschool classrooms in child care centers (ECERS-3). The Infant/Toddler Environment Rating Scale (ITERS-R) is used in infant-toddler classrooms. Because Colorado Shines observes programs with the ITERS-R when programs are seeking a Level 3-5 rating, this study utilized ITERS-R data collected from a sample of Level 2 child care centers. The Family Child Care Environment Rating Scale (FCCERS-R) is used in family child care programs and is used by Colorado Shines to observe family child care programs that were seeking a Level 3-5. Because Level 2 programs are not observed with the FCCERS-R in the Colorado Shines process, data were collected from a sample of Level 2 family child care programs. Observations were conducted in over 300 classrooms in various care settings across the state using these three tools.

The study found that the Colorado Shines rating structure accurately assesses differences in program quality. The results provide evidence for the validity of the

Colorado Shines rating

structure in supporting meaningful differences in observed quality. There were significant and meaningful differences in observed quality between Level 3–5 and Level 2 programs on the ECERS-3, ITERS-R, and FCCERS-R. **The initial evidence also suggests the alternative pathways process assigns accurate ratings of program quality.**

7.8.2 Describe the measurable 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

Measurable indicators of the quality and effectiveness of child care programs and services in both child care centers and family child care homes are based on the Colorado Shines Quality Rating and Improvement System. These indicators are determined through the analysis of movement across rating levels, and within rating levels, over time (though this analysis will be limited to changes over the course of the three year cycles, unless a facility chooses to re-rate sooner). Colorado is also able to attach this movement to particular facilities, which allows for analysis of correlations between quality improvement efforts, and any corresponding movements in ratings over-time, as well as patterns in quality improvement by facility characteristics such as type, and geographic location. Together, these analyses support a better understanding of the impact of quality improvement efforts, and provide an opportunity to make adjustments as appropriate.

Current indicators of progress include increasing the: 1) number and percentage of licensed child care programs in the top tiers of quality (Levels 3 - 5); 2) provider engagement at a Level 2 or higher with the Colorado Shines Quality Rating and Improvement System; 3) number and percentage of children under the age of five participating in the Colorado Child

Care Assistance Program in high quality child care programs (Levels 3 - 5); and 4) increasing the number of communities with access to high quality subsidized (CCCAP) care.

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:

- 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:

No, but the state/territory is in the accreditation development phase

Focused on child care centers

Describe:

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

The Colorado Department of Human Services does not use funds to support child care providers in the voluntary pursuit of accreditation and has no plans for accreditation development.

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

Through the incorporation of licensing into Colorado Shines, technical assistance and marketing efforts, the Colorado Department of Human Services supports state and local efforts to participate in the high-quality standards as defined by Colorado Shines for children prior to kindergarten entry.

By increasing provider engagement with Colorado Shines Quality Rating and Improvement System (QRIS), more providers have access to the quality improvement supports available to them. Additionally, more providers are on the path toward a quality rating that reflects where they currently stand, and identifies areas for improvement. This both increases the

actual quality of providers across the State, and makes it easier for families to recognize quality and to incorporate provider quality into their decision making process when selecting among their child care options.

The Colorado Shines team, in partnership with Early Childhood Councils, is focused on supporting programs to move to higher levels of quality, addressing barriers associated to the pursuit of high quality and best practice. To this end, Colorado Shines offers a number of supports to providers going through the licensing and rating process.

Licensing Specialists are responsible for rating and monitoring Level 1 and Level 2 programs within Colorado Shines. In addition to regulating programs, they are ambassadors for quality during a regularly scheduled licensing visit and conduct an onsite verification for Level 2. Licensing Specialists also refer providers with their Early Childhood Council in cases where this connection has not already been made.

To support providers in their basic questions about Colorado Shines, providers have access to Quality Improvement "QI" Navigators. QI Navigators assist providers with the technical aspects of the Colorado Shines rating process and applying for quality improvement grants (e.g., assistance with the website, document submission, application forms). QI Navigators are employed by Early Childhood Councils - which support the implementation of the QRIS - to help encourage participation in Colorado Shines by providing technical assistance to providers and increasing engagement of providers into Colorado Shines. The role and tasks of the QI Navigators vary somewhat by Council; some Councils employ QI Navigators full-time with technical assistance and outreach being their only responsibilities while other Councils employ QI Navigators part-time or have their coaches also perform QI Navigator duties. In their work, QI Navigators:

1. Use the Colorado Shines Technology System extensively in their support of providers.
2. Tend to have a deep understanding of the communities where they work and the providers they serve.

Along with QI Navigators, Colorado Shines offers quality improvement supports, including coaching, to help early childhood providers increase and maintain their quality. Coaching includes intensive support offered by subject matter experts to enhance particular aspects of quality. This support occurs both in person or remotely, for example via phone, email, or video conference. For Colorado Shines, coaches typically use a Practice Based Coaching Model which focuses on continuous quality improvement in accordance with the Colorado

Shines framework. Coaches are required to hold a Coaching Credential to coach within the Colorado Shines framework. The Coaching Credential is aligned to the Colorado Coaching Competencies - the skills and dispositions established by the state for effective coaching. The Coaching Credential has different requirements at its different levels. All levels require a coach to take relationship-based professional development (RBPD) training and create a professional development plan. All credentialed coaches must also participate in reflective practice.

Efforts to recruit programs, particularly those that have never participated in a QRIS, is a high priority. At the time of implementation, less than 15% of the licensed programs had participated in a rating system. Direct and personalized outreach to providers is a common method used to recruit programs, including assistance during community summits and direct phone calls with providers.

In addition to personalized outreach efforts, mailings and online communication - such as online training videos and emails to providers - is used as a common recruitment method. Particularly for those programs transitioning from the previous quality rating system. For programs new to Colorado Shines, targeted recruitment efforts include mailings and presentations about Colorado Shines, online communication through materials and websites, and television and radio advertisements. In-person visits to programs and professional development sessions are also used as methods to recruit new programs. Quality Improvement Navigators and Coaches are the key facilitators of these outreach efforts, including deciding how to distribute information to local communities and facilitating meetings or events for programs. These stakeholders report the following as the most effective recruitment strategies:

1. Educating providers about the benefits of Colorado Shines (i.e., sharing information about financial incentives and coaching, particularly for programs that serve children with high needs)
2. Communicating through phone calls, coaching visits, technical assistance, communication with licensing specialists and encouraging providers to contact another provider who has experience with the rating process)

Generic email blasts to providers that are not personal is noted as the least effective strategy.

To support ongoing recruitment and engagement, Colorado:

1. Focuses on relationship building and an ongoing communications campaign.

2. Invests in incentives to participate that are most meaningful for providers which include, quality improvement resources (funds for early learning materials and capital improvements), professional development (e.g., coaching and the Professional Development Information System), and marketing to families.

School-age quality standards are defined within the Colorado Child Care Licensing rules. Clarification for these rules are defined through the administrative guides and quality standards are supported through professional development courses.

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

Quality rating data from the Colorado Shines Technology System is utilized to assess progress in improving the quality of child care programs in these program standard areas. Analysis of the accumulation of scores in these areas, as well as circumstances where a program submitted documentation that was determined to be insufficient will inform training and technical assistance activities to ensure a strengthened approach in supporting programs to successfully incorporating high quality standards relative to the health, nutrition, mental health, physical activity, and physical development of the children in their care.

To determine progress for various quality indicators, such as quality level for licensed programs and credential level for professionals, each Early Childhood Council has access to a live dashboard within the Colorado Shines Technology System. These dashboards are utilized by Council staff to determine impact of effort and progress and slippage over time. Early Childhood Councils have found these real time data dashboards to be helpful, and are able to utilize data to understand the quality landscape for the communities they serve and inform practice.

Indicators of progress related to school-age children are evaluated by assessing compliance with the Colorado Child Care Licensing Requirements.

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)).

The Colorado Department of Human Services, Office of Early Childhood measures the progress for the maintenance and implementation of the Colorado Early Learning and Development Guidelines using course completion data and the timely updates to this important resource statewide. The Colorado Early Learning and Development Guidelines course is available statewide through the Colorado Shines Professional Development Information System. This course provides an overview of the Colorado Early Learning and Development Guidelines and an introduction on how to use the guidelines to support children's growth and learning. As of September 2018, there have been 13,564 course completions. The Guidelines were finalized in March of 2012 and are updated at least every 10 years.

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:

The Colorado Department of Human Services, Office of Early Childhood does not support any other activities to improve the quality of child care services.

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:

- Train on policy manual

Describe:

The Colorado Department of Human Services (CDHS), Office of Early Childhood provides ongoing training, coaching, and advisement to the 64 counties regarding local implementation and administration of the Colorado Child Care Assistance Program (CCCAP). Training offered may also be provided to CCDF contractors, child care providers, benefit recipients, and external entities as needed. Course content includes relevant federal law and regulations, state law and regulations, and Departmental Memos. The use of the attendance tracking system to monitor enrollment and attendance, training on Colorado Department of Human Services Child Care Automated Tracking system (CHATS), PEAK Universal Application, generating reports, and all other technology systems used to administer CCCAP is also provided to promote and support the local implementation for this program.

Courses are offered online and face-to-face. Course content is regularly reviewed to ensure that it reflects current information regarding policy and procedure and effective adult learning theories. Review includes identification of key stakeholders across Colorado, including end users of the program, seeking input for collective feedback. The CDHS staff identify needs, prioritize, write and/or revise materials in order to keep training materials current.

Trainings delivered include data to evaluate and confirm learning objectives are met through an ongoing needs assessments. The CDHS staff assess and provide feedback regarding trainees' acquisition of knowledge and skill at the completion of training and recommends additional self-development or training activities to promote skill development. A variety of assessment methods are conducted before, during, and after training to measure impact. The CDHS staff also systematically observe trends (e.g., consistent errors, help desk tickets, frequent questions, unmet program goals) to identify training needs.

[Train on policy change notices](#)

Describe:

The Colorado Department of Human Services, Office of Early Childhood holds monthly meetings with county staff to advise and train on policy and procedure changes as necessary. Official policy notices are made through either Departmental Policy Memos or through rule revision through the State Board of Human Services process overseen by the Secretary of State.

Ongoing monitoring and assessment of policy implementation

Describe:

Requirements are established through changes in the state Child Care Assistance Program (CCCAP) regulations. Upon promulgation of rules through the State Board of Human Services review and public hearings, the Colorado Department of Human Services conducts training for CCCAP staff of county departments of human services. Additionally, an ongoing system of monitoring counties in key eligibility, authorization and payment regulations is in place through the CDHS Quality Assurance and Quality Improvement unit. Quality Assurance staff provide information for findings related to common errors to inform training and technical assistance activities which helps to inform improvement strategies pursued by the CDHS as the counties.

Other

Describe:

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:

The county departments of human services are considered sub-recipients for purposes of implementing and monitoring all aspects of the Colorado Child Care Assistance Program (CCCAP). The Division of Early Care and Learning is responsible for monitoring county expenditures and adherence to program rules and policies. Counties must complete County Plans, identifying individual policies related to county-options such as eligibility levels and payment rates. The Division of Early Care and Learning within the Colorado Department of Human Services (CDHS) approves these plans.

The Quality Assurance and Quality Improvement Division within the CDHS conducts reviews of case files and payments information for compliance with federal and state rules. Program staff within the Division of Early Care and Learning work closely with Division of Quality Assurance staff to ensure the current rules are applied during the file

reviews and the findings are assessed to inform technical assistance and training activities.

[Fiscal oversight of grants and contracts](#)

[Describe:](#)

In cases where the CDHS contracts out child care licensing and quality initiatives services the contracts are monitored as a sub-recipient. Fiscal oversight for these contracts follow State of Colorado and Department of Human Services procurement rules and guidelines in developing and monitoring contracts. These guidelines include requirements and stipulations for different types of procurement options such as Requests for Proposals, Requests for Qualified Offerers, Sole Source, Inter Agency Agreements, Memoranda of Understanding, or Purchase of Service Agreements.

Oversight of a CCDF funded contract begins during the contract development process. The development and content of the appropriate procurement mechanism is determined by the Colorado Procurement Code and is approved by the Contracts Management Unit within the Lead Agency. State program staff work closely with the Contract Management Unit staff when developing all contracts or agreements. All subrecipients must certify that federal regulations and state guidelines will be followed. Contracts include statement of work exhibits that outline deliverables, key activities, performance indicators, performance metrics, and benchmarks and outline the frequency in which progress reports are submitted to the appropriate program staff at the Lead Agency. Program and fiscal staff review budgets to ensure costs support the work being done, and that all proposed costs are allowable expenditures based on state and federal fiscal rules.

[Tracking systems to ensure reasonable and allowable costs](#)

[Describe:](#)

[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:

The Colorado Department of Human Services conducts a risk assessments on all sub-recipient contracts and conducts monitoring based on the assessed level of risk for each contract. Monitoring may include review of programmatic performance and financial reports, audit review, on-site monitoring and desk audits.

- Establish checks and balances to ensure program integrity

Describe:

- Use supervisory reviews to ensure accuracy in eligibility determination

Describe:

- 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:

- Review enrollment documents and attendance or billing records

Describe:

- Conduct supervisory staff reviews or quality assurance reviews.

Describe:

Quality assurance reviews take place monthly by the Quality Assurance and Quality Improvement Division (QA/QI). QA/QI samples 31 cases each month to ensure a 95% confidence level with a 5% margin of error. These results are shared with the Colorado Child Care Assistance Program staff and counties and are used to develop strategies to rectify or prevent ongoing violations.

- Audit provider records.

Describe:

The Colorado Department of Human Services periodically audits provider records and payments. Counties are required by rule to audit provider records monthly as part of their required monitoring 3.911 (III) 9 CCR 2503-9.

- Train staff on policy and/or audits.

Describe:

The Colorado Department of Human Services holds regular meetings with county staff to train on changes and updates to rules and polices regarding intentional and unintentional program violations.

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:

In order to confirm eligibility criteria, Colorado Child Care Assistance staff use interfaces with other programs, including Department of Labor, TANF and Child Support Services (ACSES), as needed.

Run system reports that flag errors (include types).

Describe:

Review enrollment documents and attendance or billing records

Describe:

Counties are required by rule to audit provider records monthly as part of their required monitoring 3.911 (III) 9 CCR 2503-9.

Conduct supervisory staff reviews or quality assurance reviews.

Describe:

Quality assurance reviews take place monthly by the Quality Assurance and Quality Improvement Division (QA/QI). QA/QI samples 31 cases each month to ensure a 95% confidence level with a 5% margin of error. These results are shared with the Colorado Child Care Assistance Program staff and counties and are used to develop strategies to rectify or prevent ongoing violations.

Audit provider records.

Describe:

Train staff on policy and/or audits.

Describe:

The Colorado Department of Human Services holds regular meetings with county staff to train on changes and updates to rules and polices regarding intentional and unintentional program violations.

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:

Review enrollment documents and attendance or billing records

Describe:

Child Care Licensing at the Colorado Department of Human Services (CDHS) reviews enrollment documents, such as sign in and out sheets and compares those to CCCAP billing records when fraud is suspected. The CDHS can also pull attendance records from the Attendance Tracking System to determine patterns of fraudulent behavior.

Conduct supervisory staff reviews or quality assurance reviews.

Describe:

Quality assurance reviews take place monthly by the Quality Assurance and Quality Improvement Division (QA/QI). QA/QI samples 31 cases each month to ensure a 95% confidence level with a 5% margin of error. These results are shared with the Colorado Child Care Assistance Program staff and counties and are used to develop strategies to rectify or prevent ongoing violations.

Audit provider records.

Describe:

Train staff on policy and/or audits.

Describe:

Quality Assurance error reports are used to develop training topics and materials, as well as strategies to improve common administrative errors. These materials are then presented at monthly meetings with county staff through a new process called Q-fit. The most common errors are also tracked through the Colorado Department of Human Services performance management process, C-Stat.

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:

\$50.00

Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

When the counties or their designee(s) determine that they have paid or are about to pay for child care as a result of a suspected criminal act, the facts used in the

determination shall be reviewed with the counties' legal advisor, investigatory unit and/or a representative from the District Attorney's office. If the available evidence supports suspected criminal acts, the case shall be referred to the District Attorney. All referrals to the District Attorney shall be made in writing and shall include the amount of assistance fraudulently received by the adult caretaker, teen parent, or child care provider.

[Recover through repayment plans.](#)

[Describe:](#)

When the counties or their designee have determined that an adult caretaker(s) or teen parent(s) has received public assistance for which he or she was not eligible due to an increase in household income, that causes the household's income exceeds eighty-five percent (85%) of the State median income, or a change in the qualifying eligible activity that was not reported within four weeks of its occurrence; or a child care provider has received child care payments for which they were not eligible, the county, or its designee(s), determines if the overpayment is to be recovered.

The county or its designee determines whether there was willful misrepresentation and/or withholding of information and considers or rules out possible fraud; the county or its designee determines the amount of overpayment; the county or its designee notifies the household or child care provider(s) of the amount due and the reason for the recovery using the prior notice rules; and the county or its designee enters the amount of the overpayment and other specific factors of the situation in the case record, including the calculation used to determine the recovery amount. For providers, the county departments of human services may recover through repayment plans.

For adult caretakers or teen parents that commit fraud or an intentional program violation, the county sets up a recovery payment plan that requires over-the-counter payments.

[Reduce payments in subsequent months.](#)

[Describe:](#)

For child care providers, the county departments of human services may recover funds by reducing payments in subsequent months.

Recover through state/territory tax intercepts.

Describe:

Counties may pursue tax intercepts on overpayments. The taxpayer is entitled to object to the offset (intercept) by filing a request for a county dispute resolution conference or state hearing within thirty (30) calendar-days from the date that the pre-offset notice is mailed, faxed, emailed, sent via other electronic systems, or hand-delivered to the taxpayer.

Recover through other means.

Describe:

Counties must pursue all legal remedies available to the county in order to recover the overpayment. Legal remedies include, but are not limited to:

- a. Judgments;
- b. Garnishments;
- c. Claims on estates; and,
- d. The state income tax refund intercept process.

Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

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:

Counties or their desinee shall document the facts and situation that produced the overpayment and retain this documentation until the overpayment is paid in full or for three years plus the current year, whichever is longer; determine what benefits the household was eligible for and recover benefits for which the household was found to be ineligible, except in the case of willful misrepresentation or withholding of information; determine the payments for which the child care provider was not eligible and recover those payments, and initiate timely written notice allowing for the fifteen (15) calendar day noticing period. Such notice shall include a complete explanation, including applicable rules, concerning the overpayment, recovery sought and appeal rights.

Take action to recover following the right of appeal and fair hearing process.

For providers, the county departments of human services may recover through repayment plans.

For adult caretakers or teen parents that hav an unntentional program violation, the county sets up a recovery payment plan that requires over-the-counter payments.

Exception from recovery includes:

1. The household who is without fault in the creation of the overpayment; and,
2. The household who has reported any increase in income or change in resources or other circumstances affecting the household's eligibility within the timely reporting requirements for the program.

- Reduce payments in subsequent months.

Describe:

For providers, the county departments of human services may recover funds by reducing payments in subsequent months.

- Recover through state/territory tax intercepts.

Describe:

Recover through other means.

Describe:

Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

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.

Reduce payments in subsequent months.

Describe:

Recover through state/territory tax intercepts.

Describe:

Recover through other means.

Describe:

- Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

- Other

Describe:

If improper payments are identified above and beyond the allowable improper payment threshold and are not rectified, the state would place the county on a performance improvement plan and determine whether recovery was necessary.

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:

All adult caretakers or teen parents that apply for the Colorado Child Care Assistance Program (CCCAP) are provided with a written notice of the penalties for an Intentional Program Violation (IPV) on the child care application and statement of responsibility. An IPV is an intentional act committed by an adult caretaker(s) or teen parent(s), for the purpose of establishing or maintaining the Colorado Child Care Assistance Program (CCCAP) household's eligibility to receive benefits for which they were not eligible. An adult caretaker or teen parent commits an IPV when he or she makes a false or misleading statement or omission in any application or communication, with knowledge of its false or misleading nature, for the purpose of establishing or maintaining the household's eligibility to receive benefits.

Counties are required to conduct an investigation of any adult caretaker(s) or teen parent(s) who has applied for or received CCCAP whenever there is an allegation or reason to believe that an individual has committed an IPV as described below.

1. Following investigation, action shall be taken on cases where documented evidence exists to show an individual has committed one or more acts of IPV. Action shall be taken through:

- a. Obtaining a "Waiver of Intentional Program Violation Hearing"; or,
- b. Conducting an administrative disqualification hearing; or,
- c. Referring case for civil or criminal action in an appropriate court of jurisdiction.

Overpayment collection activities shall be initiated immediately in all cases even if administrative disqualification procedures or referral for prosecution is not initiated.

Adult caretakers and teen parents have the right to a county dispute resolution conference or a state level Administrative Disqualification Hearing with the Administrative Law Court as long as it is not being referred for prosecution on a civil or criminal action in the appropriate state or federal court.

If an individual is found to have committed an IPV, the disqualification penalty shall be in effect for:

1. Twelve (12) months upon the first occasion of any such offense;
2. Twenty-four (24) months upon the second occasion of any such offense and,
3. Permanently upon the third such offense.

[Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified.](#)

[Describe:](#)

Counties may terminate a fiscal agreement with a child care provider for suspected or verified program violations. Child care providers shall be informed in writing in advance of the termination and of their right to a informal county dispute resolution conference if a fiscal agreement is terminated.

[Prosecute criminally.](#)

[Describe:](#)

When the counties or their designee(s) determine that they have paid or are about to pay for child care as a result of a suspected criminal act, the facts used in the determination shall be reviewed with the counties' legal advisor, investigatory unit and/or a representative from the District Attorney's office. If the available evidence supports suspected criminal acts, the case shall be referred to the District Attorney. All referrals to the District Attorney shall be made in writing and shall include the amount of assistance fraudulently received by the adult caretaker, teen parent, or child care provider.

[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.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.

Colorado is requesting an additional one-year waiver from the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) Search provision requirements (98.43 (b)(2)) for new and prospective staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

The Colorado Bureau of Investigation (CBI) has requested the FBI's Criminal Justice Information Services Advisory Board (CJIS-APB) discuss whether the sex offender registry check could be triggered at the federal level. The Colorado Bureau of Investigation feels that it is onerous to have each state develop its own program to check one extra file when the FBI should have the ability to check both NGI (fingerprint criminal history) and NSOR (sex offender registry) off the same information currently submitted with fingerprints. The Colorado Bureau of Investigation has been notified that the FBI is sending the request through the FBI advisory process. This would alleviate individuals having to submit additional background check requests and incurring additional background check fees.

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.

Colorado is substantially in compliance with the background check requirements and will have fully implemented all milestone prerequisites by September 30, 2018, ensuring the health, safety and well-being of children will not be compromised by this waiver.

- 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.


Colorado is requesting an additional one-year waiver from the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) Search provision requirements (98.43(b)(2)) for existing staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

The Colorado Bureau of Investigation (CBI) has requested the FBI's Criminal Justice Information Services Advisory Board (CJIS-APB) discuss whether the sex offender registry check could be triggered at the federal level. The Colorado Bureau of Investigation feels that it is onerous to have each state develop its own program to check one extra file when the FBI should have the ability to check both NGI (fingerprint criminal history) and NSOR (sex offender registry) off the same information currently submitted with fingerprints. The Colorado Bureau of Investigation has been notified that the FBI is sending the request through the FBI advisory process. This would alleviate individuals having to submit additional background check requests and incurring additional background check fees.

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.

Colorado is substantially in compliance with the background check requirements and will have fully implemented all milestone prerequisites by September 30, 2018, ensuring the health, safety and well-being of children will not be compromised by this waiver.

 **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.

Colorado is requesting an additional one-year waiver from the 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)) for new or prospective staff.


Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

To date, Colorado has completed a crosswalk of Colorado statutes and rules with the

requirements for conducting a search of the criminal registries or repositories in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain criminal registry or repository checks in each state. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. This waiver will allow Colorado time to develop a comprehensive and consumer friendly process for individuals to obtain all required interstate background checks. Additionally, this will allow Colorado time to promulgated child care licensing rules to reflect the requirement for obtaining these checks.

[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.](#)

Colorado is substantially in compliance with the background check requirements and will have fully implemented all milestone prerequisites by September 30, 2018, ensuring the health, safety and well-being of children will not be compromised by this waiver.

 [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.](#)

Colorado is requesting an additional one-year waiver from the 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)) for existing staff.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

To date, Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the criminal registries or repositories in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain criminal registry or repository checks in each state. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. This waiver will allow Colorado time to develop a comprehensive and consumer friendly process for individuals to obtain all required interstate background checks. Additionally, this will allow Colorado time to

promulgate child care licensing rules to reflect the requirement for obtaining these checks.

[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.](#)

Colorado is substantially in compliance with the background check requirements and will have fully implemented all milestone prerequisites by September 30, 2018, ensuring the health, safety and well-being of children will not be compromised by this waiver.

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.](#)

Colorado is requesting an additional one-year waiver from the 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)) for new or prospective staff.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the sex offender registry or repository in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain sex offender registry checks in each state. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain criminal registry or repository checks in each state. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. This waiver will allow Colorado time to develop a comprehensive and consumer friendly process for individuals to obtain all required interstate background checks. Additionally, this will allow Colorado time to promulgated child care licensing rules to reflect the requirement for obtaining these checks.

[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.](#)

Colorado is substantially in compliance with the background check requirements and will

have fully implemented all milestone prerequisites by September 30, 2018, ensuring the health, safety and well-being of children will not be compromised by this waiver.

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.

Colorado is requesting an additional one-year waiver from the 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)) for existing staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the sex offender registry or repository in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain sex offender registry checks in each state. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. This waiver will allow Colorado time to develop a comprehensive and consumer friendly process for individuals to obtain all required interstate background checks. Additionally, this will allow Colorado time to promulgated child care licensing rules to reflect the requirement for obtaining these checks.

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.

Colorado is substantially in compliance with the background check requirements and will have fully implemented all milestone prerequisites by September 30, 2018, ensuring the health, safety and well-being of children will not be compromised by this waiver.

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.

Colorado is requesting an additional one-year waiver from the Interstate Child Abuse and Neglect Check Registry Requirements (98.43 (b)(3)(iii)).

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the child abuse and neglect registry or repository in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain child abuse and neglect registry checks in each state. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these checks with an anticipated effective date in 2019. This waiver will allow Colorado time to develop a comprehensive and consumer friendly process for individuals to obtain all required interstate background checks. Additionally, this will allow Colorado time to promulgated child care licensing rules to reflect the requirement for obtaining these checks.

[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.](#)

Colorado is substantially in compliance with the background check requirements and will have fully implemented all milestone prerequisites by September 30, 2018, ensuring the health, safety and well-being of children will not be compromised by this waiver.

[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.](#)

Colorado is requesting an additional one-year waiver from the Interstate Child Abuse and Neglect Check Registry Requirements (98.43 (b)(3)(iii)).

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

Colorado has completed a crosswalk of Colorado statutes and rules with the requirements for conducting a search of the child abuse and neglect registry or repository in other states to identify necessary revisions. Colorado has been analyzing the Child Care Subsidy CBC Contact list to compose a comprehensive plan to help identify how to obtain child abuse and neglect registry checks in each state. Colorado is also working on promulgating child care licensing rules to reflect the requirement for obtaining these

checks with an anticipated effective date in 2019. This waiver will allow Colorado time to develop a comprehensive and consumer friendly process for individuals to obtain all required interstate background checks. Additionally, this will allow Colorado time to promulgated child care licensing rules to reflect the requirement for obtaining these checks.

[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.](#)

Colorado is substantially in compliance with the background check requirements and will have fully implemented all milestone prerequisites by September 30, 2018, ensuring the health, safety and well-being of children will not be compromised by this waiver.