

Attachment 2c: Template CCDF Corrective Action Plan(s)

Prepare a CAP for each CAP category, as described in Column 1, Attachment 1 of the conditional approval letter issued by ACF (e.g., Disaster Preparedness CAP)

Date developed: February 2019

1) Plan Question	2) Unmet Requirement	3) Target Completion Date	4A) Action Steps Needed to Meet Requirement Activities	4B) Action Steps Needed to Meet Individual responsible	4C) Action Steps Needed to Meet Timeline	4D) Action Steps Needed to Meet Potential Challenges
List the plan question for corrective action	Describe the unmet requirement	List the overall target CAP completion date (no later than September 30, 2019)	List up to 5 action steps needed to meet the requirement	List the individual responsible for accomplishing each action step	List the start date AND end date for <i>each</i> action step (no later than September 30, 2019)	Describe potential challenges to meeting the action steps
1.8.3	Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services.	September 30, 2019	Step 1: Conduct ongoing meetings with our contractor, University of California San Francisco, and with other key state agencies to begin drafting state level emergency preparedness and post disaster plan.	Quality Office Staff	March 1, 2019–September 30, 2019	Complexities associated with working across state agencies to develop shared process. Competing priorities across state agencies that may impact coordination/collaboration efforts.

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1.8.3	Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services.	September 30, 2019	Step 2: Develop Continuity of Services Plan for continued operations during and after a disaster.	Field Services Office Staff	May 1, 2019–September 30, 2019	
1.8.3	Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services.	September 30, 2019	Step 3: Revise Memorandum of Understanding (MOU) with California Department of Social Services (CDSS) to include roles and responsibilities for state agencies regarding disaster planning and recovery.	Policy Office Staff and Field Services Office Staff	July 1, 2019–July 31, 2019	Developing consensus to reach agreement of MOU requirements. Legal review process is typically lengthy and requires both agencies approval.
1.8.3	Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services.	September 30, 2019	Step 4: Collaborate with CDSS to develop operating standards and regulations needed for providers to continue operating during or following a disaster.	Quality Office Staff and Field Services Office Staff	August 1, 2019–August 31, 2019	Regulation process is time consuming. Office of Administrative Law will work with CDSS on timeline for promulgating these regulations, which can take a year or more.

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1.8.3	Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services.	September 30, 2019	Step 5: Draft Written Plan and review draft with key state agencies at Cross Agency meeting.	Policy Office Staff and Directors Office Staff	September 1, 2019– September 30, 2019	Developing consensus agreements across state agencies can be complex.

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1.8.4	Describe how the Lead Agency ensures that providers who receive Child Care and Development Funds (CCDF) 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 for license-exempt facilities.	September 30, 2019	Step 1: Explore other states' emergency preparedness procedures, which are in place for license-exempt providers and impact to the system.	Field Services Office Staff and Quality Office Staff	April 1, 2019– June 30, 2019	Determine which states to compare to and which are applicable to California.
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1.8.4	Describe how the Lead Agency ensures that providers who receive Child Care and Development Funds (CCDF) 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 for license-exempt facilities.	September 30, 2019	Step 2: Compare other states' procedures for emergency preparedness for license-exempt providers to current California Department of Social Services/ Community Care Licensing Division (CDSS/CCLD) procedures for licensed facilities including a cost analysis.	Field Services Office Staff and Quality Office Staff	June 1, 2019–July 31, 2019	
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1.8.4	Describe how the Lead Agency ensures that providers who receive Child Care and Development Funds (CCDF) 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 for license-exempt facilities.	September 30, 2019	Step 3: Prepare a proposal defining procedures for emergency preparedness for license-exempt providers to present at State Superintendent of Public Instruction (SSPI) Early Learning and Care (ELC) stakeholder meeting for input.	Field Services Office Staff and Quality Office Staff	July 1, 2019– August 31, 2019	Determining meeting dates based on participant and space availability.
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	conditions for license-exempt facilities.					

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1.8.4	Describe how the Lead Agency ensures that providers who receive Child Care and Development Funds (CCDF) 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 for license-exempt facilities.	September 30, 2019	Step 5: The CDE will share the proposal with the California Department of Finance (DOF) to discuss funding options available to implement disaster preparedness protocols and procedures for license-exempt providers.	Field Services Office Staff and Quality Office Staff	September 1, 2019– September 30, 2019	<p>Cost benefit analysis and administrative priorities are a consideration.</p> <p>Determining impact to access for families using subsidies to find care that meets their needs.</p>
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1.8.5	Describe how the Lead Agency ensures that providers who receive Child Care and Development Funds (CCDF) have the following procedures in place for child care staff and volunteers, emergency preparedness training, and practice drills for license-exempt providers.	September 30, 2019	Step 1: Explore other states' procedures in place for emergency preparedness training and practice drills for license-exempt providers and impacts to the system.	Field Services Office Staff and Quality Office Staff	April 1, 2019– June 30, 2019	Determine which states to compare to and which are applicable to California.

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1.8.5	Describe how the Lead Agency ensures that providers who receive Child Care and Development Funds (CCDF) have the following procedures in place for child care staff and volunteers, emergency preparedness training, and practice drills for license-exempt providers.	September 30, 2019	Step 2: Compare other states' procedures in place for the monitoring of emergency preparedness training and practice drills for license-exempt providers to current CDSS/CCLD procedures in place for emergency preparedness training and practice drills for licensed facilities, including a cost analysis.	Field Services Office Staff and Quality Office Staff	June 1, 2019–July 31, 2019	

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1.8.5	Describe how the Lead Agency ensures that providers who receive Child Care and Development Funds (CCDF) have the following procedures in place for child care staff and volunteers, emergency preparedness training, and practice drills for license-exempt providers.	September 30, 2019	Step 3. Prepare a proposal, including cost estimates, defining the procedures in place for the implementing emergency preparedness training and practice drills for license-exempt providers to present at the SSPI ELC meeting for stakeholder input.	Field Services Office Staff and Quality Office Staff	July 1, 2019– August 31, 2019	Determining meeting dates based on participant and space availability.

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1.8.5	Describe how the Lead Agency ensures that providers who receive Child Care and Development Funds (CCDF) have the following procedures in place for child care staff and volunteers, emergency preparedness training, and practice drills for license-exempt providers.	September 30, 2019	Step 4. Based on feedback at the SSPI ELC Stakeholder input session, prepare a proposal for the CDE administration defining procedures in place for the implementation of emergency preparedness training and practice drills for license-exempt providers including associated costs.	Field Services Office Staff and Quality Office Staff	August 1, 2019– August 31, 2019	Technical expertise for cost estimating proposals.

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1.8.5	Describe how the Lead Agency ensures that providers who receive Child Care and Development Funds (CCDF) have the following procedures in place for child care staff and volunteers, emergency preparedness training, and practice drills for license-exempt providers.	September 30, 2019	Step 5. The CDE will share the proposal with the DOF to discuss funding options available to implement procedures for license-exempt providers.	Field Services Office Staff and Quality Office Staff	September 1, 2019–September 30, 2019	<p>Cost benefit analysis and administrative priorities are a consideration.</p> <p>Determining impact to access for families using subsidies to find care that meets their needs.</p>
2.3.7	Lead Agency is required to post monitoring and inspection reports on the consumer education website for each licensed provider	September 30, 2019	Step 1: Explore other states' requirements to post monitoring and inspection reports on the consumer education website for non-relative providers and determine impacts to the system (e.g. access).	Field Services Office Staff and Quality Office Staff	April 1, 2019–June 30, 2019	Determine which states to compare to and which are applicable to California.

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	and for each non-relative provider eligible to provide Child Care and Development Fund (CCDF) service.					Finding states that have a definition FFN similar to California. Many of the license-exempt facilities are FFN. Providers defined as FFN are limited to providing care to only one other family besides their own. .
2.3.7	Lead Agency is 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 Child Care and Development Fund (CCDF) service.	September 30, 2019	Step 2: Compare other states requirements to post monitoring and inspection reports on the consumer education website for non-relative providers to those who monitor licensed facilities, including a cost analysis.	Field Services Office Staff and Quality Office Staff	June 1, 2019–July 31, 2019	

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2.3.7	Lead Agency is 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 Child Care and Development Fund (CCDF) service.	September 30, 2019	Step 3: Prepare a proposal defining the requirements to post monitoring and inspection reports on the consumer education website for non-relative providers to present at the SSPI ELC meeting for stakeholder input.	Field Services Office Staff and Quality Office Staff	July 1, 2019– August 31, 2019	Determining meeting dates based on participant and space availability may be.

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2.3.7	Lead Agency is 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 Child Care and Development Fund (CCDF) service.	September 30, 2019	Step 4: Based on feedback at SSPI ELC Stakeholder input meeting, prepare a proposal, including cost estimates, for the CDE administration defining the requirements to post monitoring and inspection reports on the consumer education website for non-relative providers, including associated costs.	Field Services Office Staff and Quality Office Staff	August 1, 2019– August 31, 2019	Technical expertise for cost estimating proposals.

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2.3.7	Lead Agency is 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 Child Care and Development Fund (CCDF) service.	September 30, 2019	Step 5: The CDE will share the proposal with the California DOF to discuss funding options available to implement monitoring of license-exempt providers.	Field Services Office Staff and Quality Office Staff	September 1, 2019–September 30, 2019	<p>Cost benefit analysis and administrative priorities are a consideration.</p> <p>Determining impact to access for families using subsidies to find care that meets their needs.</p>
2.3.8	Aggregate data for serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings must be posted annually on the consumer education website.	September 30, 2019	Step 1: The CCLD will post aggregate annual data for 'deaths' at licensed child care facilities on the Child Care Licensing website.	CDSS/CCLD Office Staff	February 1, 2019–June 30, 2109	There will be issues of absorbable workload with competing priorities and the associated cost.

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2.3.8	Aggregate data for serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings must be posted annually on the consumer education website.	September 30, 2019	Step 2: Seek additional resources for new IT data systems and means to track and organize information for subsequent posting on 'serious injuries' and 'substantiated abuses' for several thousand providers statewide.	CDSS/CCLD Office Staff	March 1, 2019– September 30, 2019	Currently, the CDSS does not possess IT data systems necessary to track specific information on 'serious injuries' and 'substantiated abuses' and is seeking solutions. There will be issues of absorbable workload with competing priorities and the associated cost.

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2.3.8	Aggregate data for serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings must be posted annually on the consumer education website.	September 30, 2019	Step 3: Explore other states' procedures for the collection of aggregate data for serious injuries, deaths, and substantiated cases of child abuse that have occurred in licensed-exempt child care settings and the annual posting on the consumer education website.	Policy Office Staff	April 1, 2019– June 30, 2019	<p>Determine which states to compare to and which are applicable to California.</p> <p>Finding states that have a definition FFN similar to California.</p> <p>Many of the license-exempt facilities are FFN. Providers defined as FFN are limited to providing care to only one other family besides their own.</p>

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2.3.8	Aggregate data for serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings must be posted annually on the consumer education website.	September 30, 2019	Step 4: Discuss with the CDE Information Technology (IT) team how to incorporate linking the annual data for 'deaths' at licensed child care facilities posted on the CCLD website to the CDE consumer education website in discussions with the Early Learning and Care Integrated Data Systems (ELCIDS) Team. Determine cost and necessary resource to support this process.	Policy Office Staff	August 1, 2109– August 31, 2019	Establishing data sharing agreements with entities that possess required information. Technical expertise for cost estimating for this proposal.
2.3.8	Aggregate data for serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings must be posted annually on the consumer education website.	September 30, 2019	Step 5: Include the discussion of the requirement to include the annual data for deaths, serious injuries and substantiated cases of abuse at licensed and license-exempt childcare facilities on the consumer education website at the Assembly Bill 2960 online portal stakeholder meeting.	Policy Office Staff	September 1, 2019– September 30, 2019	

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2.6.1	What is included in the statement, including when the consumer statement is provided to families.	March 30, 2019	Step 1: The link provided in Section 2.6.1(c) of the California Child Care Development Fund (CCDF) State Plan was incorrect. The Early Learning and Care Division (ELCD) will replace the current listing in the plan with the following link: https://wp.childaction.org/find-child-care/ .	Policy Office Staff	April 1, 2019–April 30, 2019	Obtaining access to CCDF State Plan portal to make this change.

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5.2.1	The Child Care and Development Fund (CCDF) providers must have group size limits for specific age populations.	September 30, 2019	Step 1: The CDSS/CCLD will seek public input from stakeholders on what “group size” requirements might look like in California and on what the impact would be to licensed providers who currently operate under existing capacity requirements that already meet the intent of group size (see <i>*capacity explanation</i>).	CDSS/CCLD Office Staff	March 1, 2019–May 31, 2019	<p>California has provider *capacity requirements in place to limit the total number of children (for specific ages) that may be cared for at once. A Center capacity size is set on a case-by-case basis to take in consideration the facility specific conditions that will meet appropriate health and safety standards for children served based on specific ages.</p> <p>If California was to change existing capacity requirements and added/amended for group size requirements this would need to be done through new regulations. Assembly Bill (AB) 605 passed into law in 2018 and requires new regulations by 2021 to</p>
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						<p>create a single license type for Centers (with options/requirements to serve specific ages). AB 605 requires stakeholder workgroups to convene regarding new requirements and Child Care Licensing will use these workgroups to explore group size standards with stakeholders.</p>

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5.2.1	The Child Care and Development Fund (CCDF) providers must have group size limits for specific age populations.	September 30, 2019	Step 2: Explore other states' group sizes for specific age populations in both licensed and license-exempt facilities, as well as other group sizes used by other federal/state subsidized programs (i.e. Head Start) and Quality Counts California (QCC).	Policy Office Staff	April 1, 2019– June 30, 2019	<p>Determine which states to compare to and which are applicable to California.</p> <p>Finding states that have a definition FFN similar to California.</p> <p>Many of the license-exempt facilities are FFN. Providers defined as FFN are limited to providing care to only one other family besides their own.</p>
5.2.1	The Child Care and Development Fund (CCDF) providers must have group size limits for specific age populations.	September 30, 2019	Step 3: Compare other states' group sizes for specific age populations in license-exempt facilities to the recommendations from stakeholder input received by CDSS/CCLD for group sizes for specific age populations in licensed facilities and QCC.	Policy Office Staff	June 1, 2019–July 31, 2019	

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5.2.1	The Child Care and Development Fund (CCDF) providers must have group size limits for specific age populations.	September 30, 2019	Step 4: Based on comparison, prepare a proposal for the CDE administration, defining group sizes for specific age populations in license-exempt facilities including associated costs.	Policy Office Staff	September 1, 2019–September 30, 2019	Technical expertise for cost estimating proposals.
5.2.1	The Child Care and Development Fund (CCDF) providers must have group size limits for specific age populations.	September 30, 2019	Step 5: The CDE will share the proposal with the California DOF to discuss funding options available to implement group size license-exempt providers.	Policy Office Staff	September 1, 2019–September 30, 2019	Cost benefit analysis and administrative priorities are a consideration. Determining impact to access for families using subsidies to find care that meets their needs.
5.2.3(a)(1)	Provide the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors required	September 30, 2019	Step 1: Explore other states' minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed centers and other state/federal programs (e.g. Head Start).	Quality Office Staff and Policy Office Staff	April 1, 2019–June 30, 2019	Determine which states to compare to and which are applicable to California.

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	for the following licensed child care centers.					
5.2.3(a)(1)	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 licensed child care centers.	September 30, 2019	Step 2: Compare other states' minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed centers and other state/federal programs (e.g. Head Start).	Quality Office Staff and Policy Office Staff	June 1, 2019– August 31, 2019	
5.2.3(a)(1)	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	September 30, 2019	Step 3: Prepare a proposal defining the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed centers to present at the SSPI ELC stakeholder meeting for input.	Quality Office Staff and Policy Office Staff	July 1, 2019– August 31, 2019	Determining meeting dates based on participant and space availability.

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	licensed child care centers.					
5.2.3(a)(1)	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 licensed child care centers.	September 30, 2019	Step 4: Based on the feedback at SSPI ELC stakeholder meeting, prepare a proposal, including a cost estimate for the CDE administration defining the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed centers.	Policy Office Staff	August 1, 2019– September 30, 2019	Technical expertise for cost estimating proposals.
5.2.3(a)(1)	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 licensed child care centers.	September 30, 2019	Step 5: The CDE will share the proposal with the California DOF to discuss funding options available to implement minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed centers.	Policy Office Staff	September 1, 2019– September 30, 2019	Cost benefit analysis and administrative priorities are a consideration. Determining impact to access to families using subsidies to find care that meets their needs.

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5.2.3(a)(2)	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 licensed Family Child Care (FCC) homes.	September 30, 2019	Step 1: Explore other states' minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed FCC homes and other state/federal programs (e.g. Head Start).	Quality Office Staff and Policy Office Staff	April 1, 2019– June 30, 2019	Determine which states to compare to and which are applicable to California.
5.2.3(a)(2)	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 licensed Family Child Care (FCC) homes.	September 30, 2019	Step 2: Compare other states' minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed FCC homes and other state/federal programs (e.g. Head Start).	Quality Office Staff and Policy Office Staff	June 1, 2019–July 31, 2019	

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5.2.3(a)(2)	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 licensed Family Child Care (FCC) homes.	September 30, 2019	Step 3: Prepare a proposal defining the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed FCC homes to present at the SSPI ELC stakeholder meeting for input.	Quality Office Staff and Policy Office Staff	July 1, 2019– August 31, 2019	Determining meeting dates based on participant and space availability.
5.2.3(a)(2)	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 licensed Family Child Care (FCC) homes.	September 30, 2019	Step 4: Based on the feedback at SSPI ELC stakeholder meeting, prepare a proposal, including a cost estimate for the CDE administration defining the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed FCC homes.	Policy Office Staff	August 1, 2019– August 31, 2019	Technical expertise for cost estimating proposals.

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5.2.3(a)(2)	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 licensed Family Child Care (FCC) homes.	September 30, 2019	Step 5: The CDE will share the proposal with the California DOF to discuss funding options available to implement minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors for licensed FCC homes.	Policy Office Staff	September 1, 2019–September 30, 2019	<p>Cost benefit analysis and administrative priorities are a consideration.</p> <p>Determining impact to access to families using subsidies to find care that meets their needs.</p>
5.2.4	Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, and in-home care.	September 30, 2019	Step 1: Explore other states' minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, and in-home care and other state/federal programs (e.g. Head Start).	Quality Office Staff and Policy Office Staff	April 1, 2019–June 30, 2019	Determine which states to compare to and which are applicable to California.

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1) Plan Question	2) Unmet Requirement	3) Target Completion Date	4A) Action Steps Needed to Meet Requirement Activities	4B) Action Steps Needed to Meet Individual responsible	4C) Action Steps Needed to Meet Timeline	4D) Action Steps Needed to Meet Potential Challenges
5.2.4	Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, and in-home care.	September 30, 2019	Step 2: Compare other states' minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, in-home care, and other state/federal programs (e.g. Head Start).	Quality Office Staff and Policy Office Staff	June 1, 2019–July 31, 2019	
5.2.4	Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, and in-home care.	September 30, 2019	Step 3: Prepare a proposal defining the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, and in-home care to present at the SSPI ELC stakeholder meeting for input.	Quality Office Staff and Policy Office Staff	July 1, 2019–August 31, 2019	Determining meeting dates based on participant and space availability.

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1) Plan Question	2) Unmet Requirement	3) Target Completion Date	4A) Action Steps Needed to Meet Requirement Activities	4B) Action Steps Needed to Meet Individual responsible	4C) Action Steps Needed to Meet Timeline	4D) Action Steps Needed to Meet Potential Challenges
5.2.4	Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, and in-home care.	September 30, 2019	Step 4: Based on the feedback at SSPI ELC stakeholder meeting, prepare a proposal, including a cost estimate for the CDE administration defining the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, and in-home care..	Policy Office Staff	August 1, 2019– August 31, 2019	Technical expertise for cost estimating proposals.
5.2.4	Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, and in-home care.	September 30, 2019	Step 5: The CDE will share the proposal with the California DOF to discuss funding options available to implement minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors in license child care homes, licensed FCC homes, and in-home care.	Policy Office Staff	September 1, 2019– September 30, 2019	<p>Cost benefit analysis and administrative priorities are a consideration.</p> <p>Determining impact to access to families using subsidies to find care that meets their needs.</p>

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1) Plan Question	2) Unmet Requirement	3) Target Completion Date	4A) Action Steps Needed to Meet Requirement Activities	4B) Action Steps Needed to Meet Individual responsible	4C) Action Steps Needed to Meet Timeline	4D) Action Steps Needed to Meet Potential Challenges
5.2.5	Describe the ongoing health and safety trainings required for license-exempt providers.	September 30, 2019	Step 1: Explore other states' ongoing health and safety trainings required for license-exempt providers.	Quality Office Staff	April 1, 2019–June 30, 2019	Determine which states to compare to and which are applicable to California
5.2.5	Describe the ongoing health and safety trainings required for license-exempt providers.	September 30, 2019	Step 2: Compare other states' ongoing health and safety trainings requirements for license-exempt providers to current CDSS/CCLD ongoing health and safety trainings requirements for licensed providers including a cost analysis.	Quality Office Staff	June 1, 2019–July 31, 2019	
5.2.5	Describe the ongoing health and safety trainings required for license-exempt providers.	September 30, 2019	Step 3: Prepare a proposal defining ongoing health and safety trainings requirements for license-exempt providers to present at the SSPI ELC stakeholder meeting for input.	Quality Office Staff and Policy Office Staff	July 1, 2019–August 31, 2019	Determining meeting dates based on participant and space availability.

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1) Plan Question	2) Unmet Requirement	3) Target Completion Date	4A) Action Steps Needed to Meet Requirement Activities	4B) Action Steps Needed to Meet Individual responsible	4C) Action Steps Needed to Meet Timeline	4D) Action Steps Needed to Meet Potential Challenges
5.2.5	Describe the ongoing health and safety trainings required for license-exempt providers.	September 30, 2019	Step 4: Based on feedback at SSPI ELC stakeholder input meeting prepare a proposal, including cost estimates, the CDE administration for ongoing health and safety trainings requirements for license-exempt providers.	Policy Office Staff	August 1, 2019– August 31, 2019	Technical expertise for cost estimating proposals.
5.2.5	Describe the ongoing health and safety trainings required for license-exempt providers.	September 30, 2019	Step 5: The CDE will share the proposal with the California DOF to discuss funding options available to implement monitoring of license-exempt providers.	Policy Office Staff	September 1, 2019– September 30, 2019	Cost benefit analysis and administrative priorities are a consideration. Determining impact to access for families using subsidies to find care that meets their needs.
5.3.1	Enforcement of licensing and health and safety requirements for license-exempt providers.	September 30, 2019	Step 1: Explore other states' enforcement of health and safety requirements for license-exempt providers.	Quality Office Staff and Policy Office Staff	April 1, 2019– June 30, 2019	Determine which states to compare to and which are applicable to California. California law exempts FFN from licensure.

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5.3.1	Enforcement of licensing and health and safety requirements for license-exempt providers.	September 30, 2019	Step 2: Compare other states' enforcement of health and safety requirements for license-exempt providers to current CDSS/CCLD enforcement of licensing and health and safety requirements for licensed providers including a cost estimate.	Quality Office Staff and Policy Office Staff	June 1, 2019–July 31, 2019	
5.3.1	Enforcement of licensing and health and safety requirements for license-exempt providers.	September 30, 2019	Step 3: Prepare a proposal defining enforcement of health and safety requirements for license-exempt providers to present at the SSPI ELC stakeholder meeting for input.	Quality Office Staff and Policy Office Staff	July 1, 2019–August 31, 2019	Determining meeting dates based on participant and space availability.
5.3.1	Enforcement of licensing and health and safety requirements for license-exempt providers.	September 30, 2019	Step 4: Based on feedback at SSPI ELC stakeholder meeting, prepare a proposal, including a cost estimate, for the CDE administration defining enforcement of health and safety requirements for license-exempt providers.	Policy Office Staff	August 1, 2019–August 31, 2019	Technical expertise for cost estimating proposals.

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5.3.1	Enforcement of licensing and health and safety requirements for license-exempt providers.	September 30, 2019	Step 5: The CDE will share the proposal with the California DOF to discuss funding options available to implement disaster preparedness protocols and procedures for license-exempt providers.	Policy Office Staff	September 1, 2019– September 30, 2019	<p>Cost benefit analysis and administrative priorities are a consideration.</p> <p>Determining impact to access for families using subsidies to find care that meets their needs.</p>
5.3.2	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.	September 30, 2019	Step 1: The CCLD will begin implementation of annual inspections for licensed facilities in June 2019.	CDSS/CCLD Office Staff	March 1, 2019– June 30, 2019	Community Care Licensing Division received one-time federal funds to implement annual inspections, but continued funding is necessary to maintain the standard and quality of annual inspections.

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1) Plan Question	2) Unmet Requirement	3) Target Completion Date	4A) Action Steps Needed to Meet Requirement Activities	4B) Action Steps Needed to Meet Individual responsible	4C) Action Steps Needed to Meet Timeline	4D) Action Steps Needed to Meet Potential Challenges
5.3.3(b)	Inspections for license-exempt providers.	September 30, 2019	Step 1: Explore other states' inspections for license-exempt providers.	Field Services Office Staff and Policy Office Staff	April 1, 2019– June 30, 2019	<p>Determine which states to compare to and which are applicable to California.</p> <p>Finding states that have a definition FFN similar to California.</p> <p>Many of the license-exempt facilities are FFN. Providers defined as FFN are limited to providing care to only one other family besides their own.</p>
5.3.3(b)	Inspections for license-exempt providers.	September 30, 2019	Step 2: Compare other states' inspections for license-exempt providers to current CDSS/CCLD inspections for licensed facilities, including a cost analysis.	Field Services Office Staff and Policy Office Staff	June 1, 2019–July 31, 2019	

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5.3.3(b)	Inspections for license-exempt providers.	September 30, 2019	Step 3: Prepare a proposal defining inspections for license-exempt providers to present at the SSPI ELC stakeholder meeting for input.	Field Services Office Staff and Policy Office Staff	July 1, 2019– August 31, 2019	Determining meeting dates based on participant and space availability.
5.3.3(b)	Inspections for license-exempt providers.	September 30, 2019	Step 4: Based on feedback at SSPI ELC stakeholder input meeting, prepare a proposal for the CDE administration defining inspections for license-exempt providers including associated costs.	Field Services Office Staff and Policy Office Staff	August 1, 2019– August 31, 2019	Technical expertise for cost estimating proposals.
5.3.3(b)	Inspections for license-exempt providers.	September 30, 2019	Step 5: The CDE will share the proposal with the California DOF to discuss funding options available to implement monitoring of license-exempt providers	Policy Office Staff	September 1, 2019– September 30, 2019	Cost benefit analysis and administrative priorities are a consideration. Determining impact to access for families using subsidies to find care that meets their needs.

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5.3.4	Lead Agency will ensure 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 for license exempt providers.	September 30, 2019	Step 1: Explore other states' qualifications of inspectors of license-exempt facilities and providers and their required trainings.	Field Services Office Staff and Policy Office Staff	April 1, 2019– June 30, 2019	<p>Determine which states to compare to and which are applicable to California.</p> <p>Finding states that have a definition FFN similar to California.</p> <p>Many of the license-exempt facilities are FFN. Providers defined as FFN are limited to providing care to only one other family besides their own.</p>

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5.3.4	Lead Agency will ensure 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 for license exempt providers.	September 30, 2019	Step 2: Compare other states' qualifications of inspectors of license-exempt facilities and providers and their required trainings to current CDSS/CCLD qualifications and required trainings those who monitor licensed facilities, including a cost analysis.	Field Services Office Staff and Policy Office Staff	June 1, 2019–July 31, 2019	

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5.3.4	Lead Agency will ensure 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 for license exempt providers.	September 30, 2019	Step 3: Prepare a proposal defining qualifications and required trainings for monitors of license-exempt facilities and providers to present at the SSPI ELC stakeholder meeting for input.	Field Services Office Staff and Policy Office Staff	July 1, 2019– August 31, 2019	Determining meeting dates based on participant and space availability.

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5.3.4	Lead Agency will ensure 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 for license exempt providers.	September 30, 2019	Step 5: The CDE will share the proposal with the California DOF to discuss funding options available to implement monitoring of license-exempt providers.	Policy Office Staff	September 1, 2019– September 30, 2019	<p>Cost benefit analysis and administrative priorities are a consideration.</p> <p>Determining impact to access for families using subsidies to find care that meets their needs.</p>

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1) Plan Question	2) Unmet Requirement	3) Target Completion Date	4A) Action Steps Needed to Meet Requirement Activities	4B) Action Steps Needed to Meet Individual responsible	4C) Action Steps Needed to Meet Timeline	4D) Action Steps Needed to Meet Potential Challenges
5.3.5	The ratio of inspectors to child care providers and facilities must be maintained at a level sufficient to conduct annual inspections.	September 30, 2019	Step 1: Complete hiring of additional licensing inspectors to meet increased workload required by annual inspections, which will result in reducing caseloads.	CDSS/CCLD	March 1, 2019– June 30, 2019	Community Care Licensing received one-time federal funds to implement annual inspections, but continued funding is necessary to maintain the standard and quality of annual inspections.
5.3.5	The ratio of inspectors to child care providers and facilities must be maintained at a level sufficient to conduct annual inspections.	September 30, 2019	Step 2: Acquire necessary infrastructure and equipment needs.	CDSS/CCLD	March 1, 2019– June 30, 2019	
5.3.5	The ratio of inspectors to child care providers and facilities must be maintained at a level sufficient to conduct annual inspections.	September 30, 2019	Step 3: Complete training for the new licensing inspectors.	CDSS/CCLD	March 1, 2019– June 30, 2019	

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