

Specialized Child Care On-Site Consultation Review Form

This form must be used by the Child Care Coordinators to document their on-site visit with the site director or registrant.

This form should be submitted with the SCC Application and Agreement and the SCC Provisional Application and Agreement to the Child Development Division.

Today's Date: _____ **Name of Child Care Program/Family Child Care Provider:** _____

Prior to visit, please review the child care programs BFIS account to verify and document the information below:

Date of 6 Hour- BSC training completed: _____ **# of STARS:** _____

Date of Online Mandated Reporters training completed: _____

Date of CDD's last licensing visit listed in BFIS: _____

In the past twelve months has the program exhibited a pattern of non-compliance? * Non- compliance is defined as "when there is an increased number of licensing visits with repeated systemic violations with immediate and/or direct impact on the health, safety and development of children or three or more violations with similarities that indicate a systemic pattern of non-compliance over time. **Yes** or **No**

Name of site director/provider who met with you: _____

The following statements provide starting points for conversations with the site director/provider. Please check either: yes or no & include follow up plans or comments related to their current practice			
	yes	no	Follow up/comments
1. Director/Registrant contact parent/foster parent if a child is absent unexpectedly. Contacts the CIS CCC and appropriate social worker if there are more than 3 consecutive absences, or if a child stops attending the program?			
2. Program has written payment policies for families, and payment rates match what is listed in BFIS, especially for co-pays for children with a PS need.			
3. Program staff understand and have knowledge of the different CIS services available for families and know who to contacts and how to make referrals with families.			
4. Program as a designated structure for providing supervision to staff. There is an identified person to support staff with concerns with, stratagize or reflect on situations (Family Child Care homes should identify other providers, resources or mentors they reach out to for support)			
5. Program has a consistent and routine process for meeting with families to learn about the individualized needs of children in their care. <ul style="list-style-type: none"> • With parental consent, one plans, IEP's and treatment. medical plans are shared with lead teachers and staff who directly care for these children. • Examples: initial paperwork, enrollment meetings, scheduled phone calls, team meetings 			
6. Program has written plan that outlines preventative steps for handling challenging behaviors and making referrals to outside supports. Program keeps ongoing documentation when working with a child who is experiencing challenging behavior."			
7. Program is open to program improvements and resources to support the individualized needs of children in their care. Program is collaborative, and works will with service providers and families."			

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Please check the appropriate response based on your observation of the child care program:			
	Observed	Not Observed	Comments:
1. Children are engaged, interacting and exploring their environment.			
2. Program staff interact respectfully and model positive social interactions with each other and the children in care			
3. Program staff has developmentally appropriate toys and materials to meet the individualized needs of children.			
4. Program staff prepare children for transitions through verbal, gestural or visual cues.			
5. Program has quiet and safe space set up for children to retreat, take a break or work independently when needed.			
6. Program has predictable routines, and schedules are visibly posted at children's height to support transitions.			
7. Program staff provides multiple opportunities for children to make choices			
8. Program staff make positive attempts to engage with all children.			
9. Program staff help children identify, express, and label their emotions			
10. Program staff respond to children's communication attempts and engage in reciprocal responses.			
11. The program has a plan in place, or has requested support or resources, to meet the Specialized Requirements prior to 12/28/18.			
Please document any follow up support or resources requested by the child care program:			