



## **IMPLEMENTATION CONSIDERATIONS #3**

### **CCDBG ACT OF 2014**

#### **Licensing Staff Qualifications, Training, and Support** **[Section 658e(C)(2)(K)(I)(I)]**

**What are the educational and experience qualifications for staff that do inspections and are they adequate?**

- Staff that inspect licensed facilities?
- Staff that monitor license-exempt facilities in the subsidy program?

**Do the educational requirements include content in early childhood, child development, or other related fields?**

- Staff that inspect licensed facilities?
- Staff that monitor license-exempt facilities in the subsidy program?

**Is the licensing or subsidy agency able to set qualifications for these positions or are they under the Civil Service system?**

**Does orientation training for new staff adequately prepare them for their role?**

**Are staff required to complete annual ongoing training? If yes, is there a minimum number of hours?**

- Staff that inspect licensed facilities?
- Staff that monitor license-exempt facilities in the subsidy program?

**What content areas are required in the orientation and ongoing training?**

- Topics related to provider requirements and monitoring policies and processes?
- Topics related to child development, health and safety, emergency preparedness?
- Topics related to relationships and communication with providers?

**What sources of training for licensing and subsidy staff are accessible?**

- Agency training?
- Local, state, or territory conferences?
- Community-based organizations?
- National conferences?

- Online training and Webinars?
- Consultants?
- Other?

**Is staff training reflective of job responsibilities such as:**

- License application review?
- Inspections?
- Complaint investigations?
- Technical assistance to providers?
- Training providers?
- Referrals to resources?
- Other?

**What tasks are staff that monitor license-exempt facilities in the subsidy program expected to perform?**

- Application review?
- Inspections or visits to providers?
- Complaint investigations?
- Technical assistance to providers?
- Training providers?
- Referrals to resources?
- Other?

**What is the knowledge that monitoring staff are expected to maintain?**

- Child development?
- Infant and toddler care?
- School-age care?
- Behavioral challenges?
- Local, state, and territory resources for providers and families?
- Other?

**What kinds of resources are available for staff to perform their jobs?**

- Policy manuals?
- Interpretive guidelines?
- Access to supervisory support?
- Administrative staff support?
- Legal staff support?
- Other?

**What kinds of electronic tools are available for staff to perform their jobs?**

- Database system?
- Electronic monitoring forms?
- Laptops or tablets?
- Cell phones?
- Cameras?
- Printers?
- Measuring tools?
- Other?

**If your State has a database system to support the work of monitoring staff, does it perform these functions?**

- Provide supervisory oversight?
- Manage caseloads?
- Analyze compliance data?
- Determine staff performance?
- Evaluate workload needs?
- Assess potential enforcement actions?
- Determine differential monitoring levels?
- Identify staff training needs?
- Evaluation agency performance?
- Other?

**If your State or Territory has a database system to support the work of monitoring staff, does it connect these systems?**

- Child care subsidy system?
- Child protection services?
- Human services (such as Temporary Assistance for Needy Families or the Supplemental Nutrition Assistance Program)
- Child care resource and referral?
- Professional development practitioner registry?
- Consultant or training registry?
- Quality Rating or Improvement Systems or other quality systems?
- Child and Adult Care Food Program

**Are there sufficient Information Technology resources for making the changes? What resources are needed to improve the database system to perform needed functions?**

- Funding?
- In-house technology staff?
- Outside contractor?
- Support from agency leadership?
- Other?

**National Center on Child Care Quality Improvement, A Service of the Office of Child Care  
9300 Lee Highway, Fairfax VA, 22031 | Phone: 877-296-2250 | Email:  
OCCQualityCenter@icfi.com**