



NATIONAL CENTER ON  
Early Childhood Quality Assurance



CHILD CARE  
State Capacity Building Center

# “Ask Me Anything”: Posting Serious Incident Data and Child Care Inspection Reports

National Webinar

April 25, 2019

# Introductions



**Nina Johnson,**  
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Quality Assurance

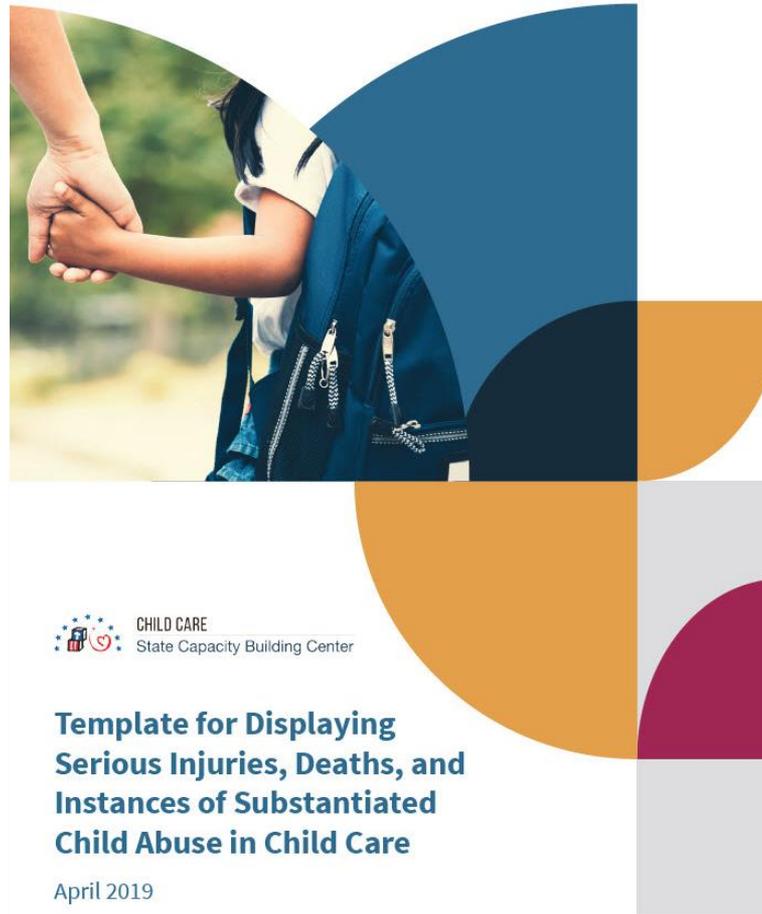


**Karen Ruprecht,**  
Managing Director,  
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# Posting Data on Serious Incidents

# Aggregate Data Template



Child Care State Capacity Building Center. (2019). *Template for displaying serious injuries, deaths, and instances of substantiated child abuse in child care*. Washington, DC: Office of Child Care.

# Aggregate Data Template

## Total Number of Children in Care, Serious Injuries, and Deaths, by Provider Category and Licensing Status, for Providers Eligible to Serve CCDF Children

Provider Category and Licensing Status	2015			2016			2017		
	Total # of Children in Care	# of Serious Injuries	# of Deaths	Total # of Children in Care	# of Serious Injuries	# of Deaths	Total # of Children in Care	# of Serious Injuries	# of Deaths
Licensed child care center									
Licensed child care home									
License-exempt child care home									
License-exempt child care center									

Notes to clarify the data can be included here, if necessary.

## Total Instances of Substantiated Child Abuse, by Year, for Providers Eligible to Serve CCDF Children

All Licensed Child Care Centers, Licensed Child Care Homes, License-Exempt Child Care Centers, and License-Exempt Child Care Homes	2015	2016	2017
<b>Total</b>			

Notes to clarify the data can be included here, if necessary.

Child Care State Capacity Building Center. (2019). *Template for displaying serious injuries, deaths, and instances of substantiated child abuse in child care*. Washington, DC: Office of Child Care.



# Posting Inspection Reports

# Five Steps to Plain Language

1. Describe the target audience
2. Structure the content to ease a reader's understanding
3. Write in plain language
4. Use design features to ease reader's understanding
5. Work with your audience to test and inform design and content

# Example of Plain Language

## ✘ Don't say

If the State Secretary finds that an individual has received a payment to which the individual was not entitled, whether or not the payment was due to the individual's fault or misrepresentation, the individual shall be liable to repay to State the total sum of the payment to which the individual was not entitled.

## ✔ Say

If the State agency finds that you received a payment that you weren't entitled to, you must pay the entire sum back.

Plain Language Action and Information Network, General Services Administration. (n.d.). Be concise [Web page]. Retrieved from <https://plainlanguage.gov/guidelines/concise/>

# PlainLanguage.gov

- ◆ Provides the official guidelines for the [Plain Writing Act of 2010](#)
- ◆ Helps government agencies write clearly, so their users can
  - find what they need,
  - understand what they find, and
  - use what they find to meet their needs
- ◆ Provides detailed guidelines, examples, and additional resources

Plain Language Action and Information Network, General Services Administration. (n.d.). Federal plain language guidelines [Web page]. Retrieved from <https://plainlanguage.gov/guidelines/>

# Full Inspection Report in Plain Language

Program Name  
Address, Phone

 Health Inspections
  Incident Reports

1
Inspection Conducted

Health and Safety Record:

✓ 1 PASSED ✗ 0 FAILED

### What is a Health and Safety Inspection?

Most child care providers offer safe and healthy environments. Health and safety inspections and investigations are a normal part of child care in Idaho. Inspections are not intended to “catch” anyone doing something wrong. Inspections help ensure the safety of children and staff, support staff in following requirements by finding concerns, and promote continuous improvement.

Idaho will begin publishing the results of health and safety inspections in October 2017. Inspections will be published as they are conducted, and maintained on this site for three years. A provider may or may not have had inspections before this date.

Health & Safety Inspection — November 9th, 2017


PASSED

Program Name  
Address, Phone

ANNUAL

Inspection Criterion	Status	Inspection Comments
✓ 1. PROVIDER AGE/SUPERVISION	(i)	
✓ 2. PEDIATRIC RESCUE BREATHING CPR/1ST AID	(i)	
✓ 3. CHILD-STAFF RATIO	(i)	
✓ 4. STAFF/CHILDREN EXCLUDED WHEN ILL	(i)	
✗ 5. IMMUNIZATION RECORDS	(i)	Corrected on 12/21/17 # Enrolled (includes provider's children): 46. At time of inspection, immunization records are not current. Corrected- immunization records are current.
✓ 6. EMERGENCY COMMUNICATION	(i)	
✓ 7. SMOKE DETECTOR, FIRE EXTINGUISHER, EXITS	(i)	
✓ 8. FIRE SAFETY EVACUATION PLAN, POSTINGS	(i)	

Idaho Child Care Check. (n.d.). Health and safety inspections [Web page]. Retrieved from <https://www.idahochildcarecheck.org/provider/2307#provider-reports-health-inspections>

# Full Inspection Report with Plain Language Summary

★
Search for Early Care and Education Programs

[← Return to Program Information](#)

**Current Inspections for** Program Name

Inspection Date	Inspection Type	Original Inspection Compliance Status	Inspection Corrective Action Status	Status Updated	Inspection Report <sup>?</sup>
07/19/2017	MONITOR	PARTIALLY COMPLIANT	NON COMPLIANCE NOT ADDRESSED	09/08/2017	Full Report Non-Compliances Only
07/18/2017	MONITOR	PARTIALLY COMPLIANT	NON COMPLIANCE NOT ADDRESSED	09/08/2017	Full Report Non-Compliances Only
07/18/2017	COMPLAINT	PARTIALLY COMPLIANT	NON COMPLIANCE NOT ADDRESSED	09/08/2017	Complaint Summary Report Non-Compliances Only
05/18/2017	ANNUAL	PARTIALLY COMPLIANT	NON COMPLIANCE NOT ADDRESSED	06/09/2017	Full Report Non-Compliances Only
06/21/2016	COMPLIANCE	PARTIALLY COMPLIANT	NON COMPLIANCE FULLY ADDRESSED	06/22/2016	Full Report Non-Compliances Only
04/18/2016	COMPLIANCE	PARTIALLY COMPLIANT	NON COMPLIANCE PARTIALLY ADDRESSED	02/14/2017	Full Report Non-Compliances Only

Licensed programs are inspected at least once a year, when changes occur, or upon the receipt of complaints. Inspection reports are a reflection of the rule compliance at a program on the day of the inspection.

**Original Inspection Compliance Status**

Original Inspection Compliance Status identifies a program's compliance with all program licensing rules at the time of the inspection.

<i>Fully Compliant</i>	Program has been assessed as being in compliance with all program licensing rules verified during the inspection.
<i>Partially Compliant</i>	Program has been assessed as having at least one area out of compliance with program licensing rules verified during the inspection.

**Inspection Corrective Action Status**

Inspection Corrective Action Status reflects any corrective action plan submitted by the program to address non-compliances found during the inspection. For detailed information about the corrective action plan, contact the program.

<i>Non-Compliances Fully Addressed</i>	All of the findings determined to be out of compliance at the time of the inspection were addressed by the date indicated on the inspection report.
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BOLD Beginning!, Department of Job and Family Services, Ohio Department of Education. (n.d.). Search for early care and education programs [Online tool]. Retrieved from <http://childcaresearch.ohio.gov/>

# State Example: Inspection Report Summary in Plain Language with Corrective Actions

VISIT DATE		5/22/2018	VISIT TYPE		Full
REQUIREMENT	REGULATION DESCRIPTION				
340:110-3-286(a)	Ratios. Ratios mean the number of teaching personnel required to be physically present with a child or group of children per Oklahoma Administrative Code (OAC) 340 Appendix GG - Ratios and Group Sizes. Only teaching personnel count in ratios, unless the requirements specifically state otherwise. The program is required to maintain ratios at all times.				
340:110-3-284.1(b)(C)	has a current bronze or higher level certificate per OAC 340 Appendix EE - Oklahoma Director's Credential;				
340:110-3-284(b)(3)	Oklahoma Professional Development Ladder. Prior to or within 12 months of employment, teaching personnel obtain and maintain a current Oklahoma Professional Development Ladder (OPDL) certificate, per OAC 340 Appendix FF - Oklahoma Professional Development Ladder.				

PURPOSE OF VISIT					Periodic
NONCOMPLIANCE OBSERVED	PLAN TO CORRECT		CORRECTION DATE	NRS	
The one year old classroom had a ratio of 8:1	The facility corrected the child/staff ratio in the one year old classroom within a few minutes of licensing arrival and the facility will maintain correct child/staff ratio by		05/22/2018	Yes	
The Director's Bronze - Oklahoma Director's Credential expired 02/17/2018	The Director will have a current ODC and maintain by		06/22/2018	No	
Three staff that have expired OPDL's that have expired in 02/2018	Staff will maintain OPDL with 12 months of hire and maintain current by		06/22/2018	No	

Child Care Services, Oklahoma Department of Human Services. (n.d.). Oklahoma child care locator [Online tool]. Retrieved from <http://childcarefind.okdhs.org/childcarefind/Default.aspx>



# Posting Inspection Reports

# Next Webinar

## ***Making Your Website Accessible to All Families***

**May 9, 2019, 2:00–3:00 p.m. (ET)**



This webinar will

- ◆ review CCDF requirements relating to accessibility and
- ◆ provide resources and best practices to help states ensure websites support people with disabilities and families who speak languages other than English.

**Register at**

<https://ccssn.adobeconnect.com/websiteaccessible/event/registration.html>

# Resources

- ◆ Office of Child Care. (2016). Child Care and Development Fund final rule frequently asked questions [Web page]. Retrieved from <https://www.acf.hhs.gov/occ/resource/ccdf-final-rule-faq#Consumer%20Education>
- ◆ Office of Child Care's Early Childhood Training and Technical Assistance System. (n.d.). Consumer education resources [Web page]. Retrieved from <https://childcareta.acf.hhs.gov/topics/consumer-education>

# Resources: Posting Serious Incident Data

- ◆ American Academy of Pediatrics, American Public Health Association, & National Resource Center for Health and Safety in Child Care and Early Education. (2019). *Caring for our children: National health and safety performance standards guidelines for early care and education programs* (4th ed.). Itasca, IL: APHA Press. Retrieved from <http://nrckids.org/files/CFOC4%20pdf-%20FINAL.pdf>
  - See Section 9.4.1.9. Reporting Requirements: Records of Injury

# Resources: Plain Language

- ◆ Center for Plain Language. (n.d.). Five steps to plain language [Web page]. Retrieved from <https://centerforplainlanguage.org/learning-training/five-steps-plain-language/>
- ◆ Plain Language Action and Information Network, General Services Administration. (n.d.). Plain language guidelines: Follow web standards [Web page]. Retrieved from <https://plainlanguage.gov/guidelines/web/>
- ◆ Plain Language Action and Information Network, General Services Administration. (n.d.). Federal plain language guidelines [Web page]. Retrieved from <https://plainlanguage.gov/guidelines/>

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