



State and Territory CCDF Administrators Meeting
August 7–9, 2018 • Crystal Gateway Marriott • Arlington, Virginia

Your CCDF Survival Kit: What's Included?

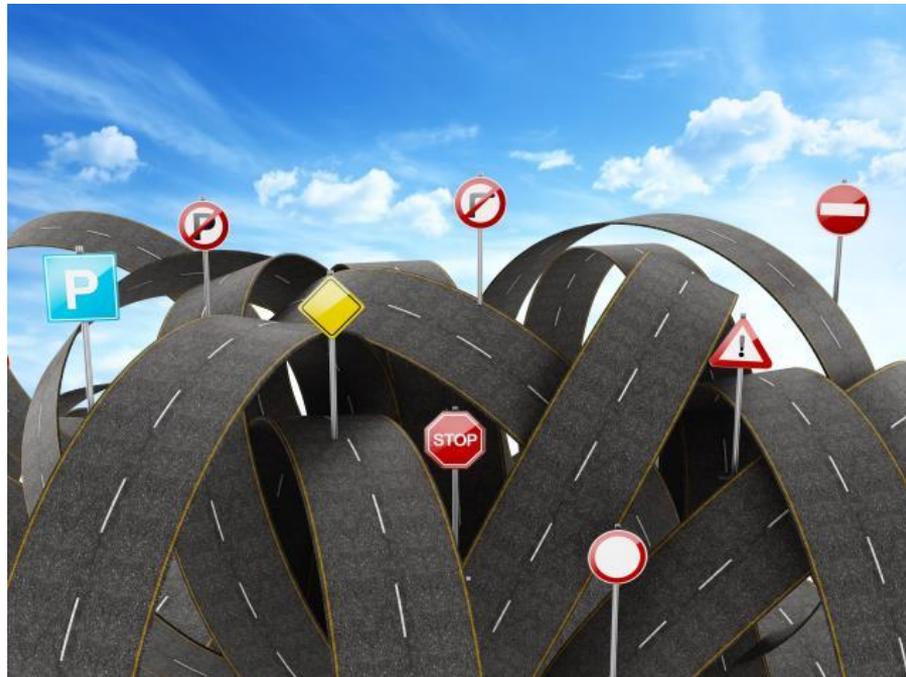
August 9, 2018
1:45–3:00 p.m.



Welcome and Introductions

- State Capacity Building Center (SCBC)
 - Terrie Hare, State Systems Specialist, Region II
 - Barbara Wall, SCBC Technical Assistance (TA) Coordinator
- Regional Program Manager
 - Beverly Wellons, Region III
- National Centers
 - National Center on Child Care Data and Reporting (NCDR): Rosa Williams
 - National Center on Early Childhood Quality Assurance (ECQA Center):
Pattie Ryan
 - National Center on Child Care Subsidy Innovation and Accountability (SIAC):
Molly Cooley

Does This Feel Familiar?



Two Essential Websites for Your Survival Kit

1. Office of Child Care
2. Early Childhood Training and Technical Assistance System



Office of Child Care:

<https://www.acf.hhs.gov/occ>



The Office of Child Care supports low-income working families through child care financial assistance and promotes children's learning by improving the quality of early care and education and afterschool programs.

Early Childhood Training and Technical Assistance System (ECTTAS):

<https://childcareta.acf.hhs.gov>



The screenshot shows the homepage of the Early Childhood Training and Technical Assistance System (ECTTAS). At the top, there is a navigation bar with links to the U.S. Department of Health & Human Services, Administration for Children & Families, Office of Child Care (return to main site), and Office of Child Care (TA Network). Below this is a search bar and a navigation menu with categories: Resources by Topic, Resources by Audience Type, Early Childhood T&TA System, Partners, Projects & Tools, Parents & Child Care Providers, and Data Explorer & State Profiles. The main content area features a large image of a young child being held by an adult, with a text box titled "CCDF Final Rule Clarifies the New Child Care Law" and a "LEARN MORE" button. Below the main image are several small thumbnail images.

State Capacity Building Center and State Systems Specialists

Highlighted Resources



Emergency Preparedness plans help ensure child care programs and staff are prepared to react in a manner

[+ Show More](#)



The OCC **Systems Building Resource Guide** is designed to provide an overview of key system-building issues to

[+ Show More](#)



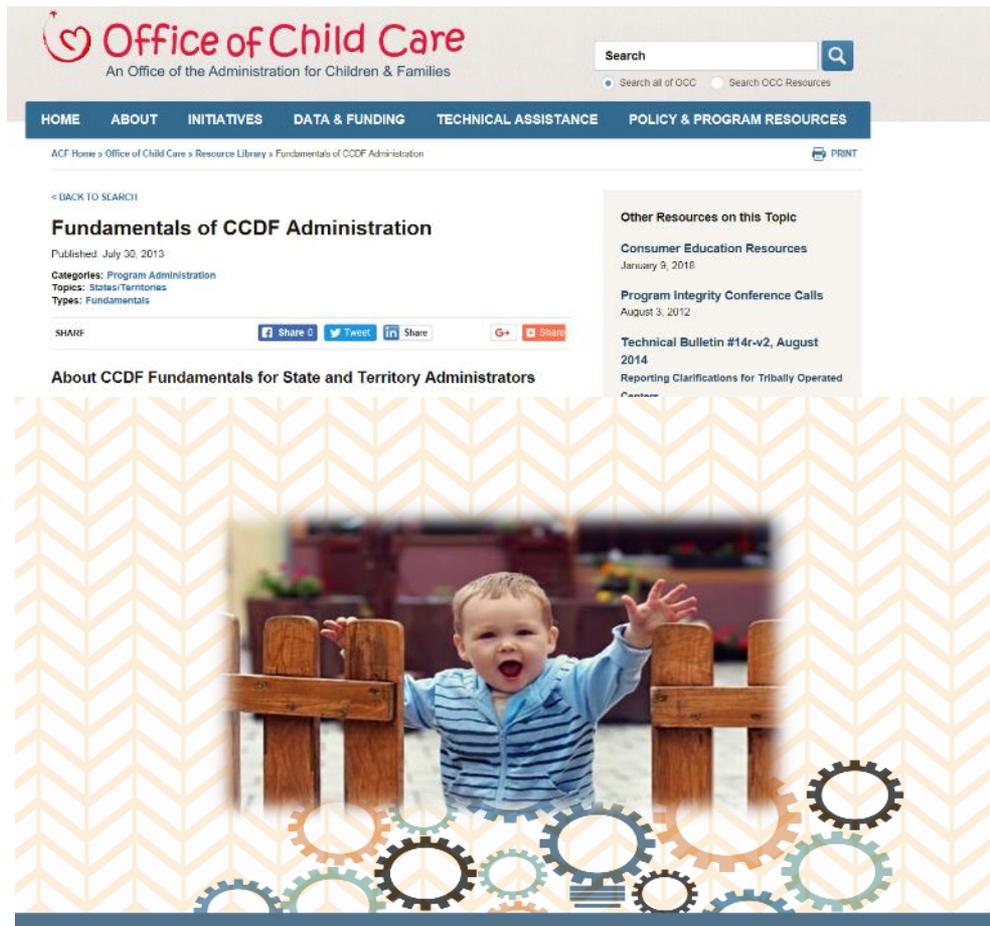
The **State Legislation and Early Childhood Systems, 2010-2015** report profiles six diverse States that have

[+ Show More](#)



The **state profiles** include demographic information about the children, families and child care in each state, as well as

[+ Show More](#)



The screenshot shows the website for the Office of Child Care, an office of the Administration for Children & Families. The page title is "Fundamentals of CCDF Administration". It includes a search bar, a navigation menu with options like HOME, ABOUT, INITIATIVES, DATA & FUNDING, TECHNICAL ASSISTANCE, and POLICY & PROGRAM RESOURCES, and a list of other resources on the topic such as "Consumer Education Resources" and "Program Integrity Conference Calls". The main content area features a large image of a smiling baby in a playpen with colorful gears at the bottom.

National Center on Early Childhood Quality Assurance

Highlighted Tools



The **National Database of Child Care Licensing Regulations** is a tool for finding and searching state

+ Show More



The **Program Standards Crosswalk** is a tool designed to help States that are developing and aligning

+ Show More



The **QRIS Resource Guide** provides guidance for States as they explore key issues and consider decision points during

+ Show More



The **Provider Cost of Quality Calculator (PCQC)** is a tool that calculates the cost of care by levels of quality based on

+ Show More

National Center on Subsidy Innovation and Accountability

Highlighted Resources



The Grantee Internal Controls Self-Assessment Instrument assists grantees in assessing how well their policies and

+ Show More



The Market Rate Survey Series consists of briefs addressing topics to include: planning a market rate survey, data

+ Show More

[Guidance on Estimating and Reporting the Costs of Child Care](#)

[Criminal Background Check Resources](#)

[Serving Children Experiencing Homelessness](#)

[CCDF Payment Rates — Understanding the 75th Percentile](#)

[Using Contracts and Grants to Build the Supply of High Quality Child Care: State Strategies and Practices](#)

[Fraud Risk Assessment Tool](#)

National Center on Child Care Data and Reporting

Highlighted Tools and Resources



The **Child Care Data Viewer**, available to CCDF State and Territory grantees, is a software tool to help improve the quality of ACF-801 data and enhance its utilization. To

[+ Show More](#)



The **Child Care Data "Tracker"** software, available to Tribes and Territories, is a comprehensive case management tool designed to support the collection,

[+ Show More](#)



The **State and Territory Reporting Technical Bulletins** provide guidance to all grantees related to the data reporting requirements, data element definitions and

[+ Show More](#)

State and Territory Reporting

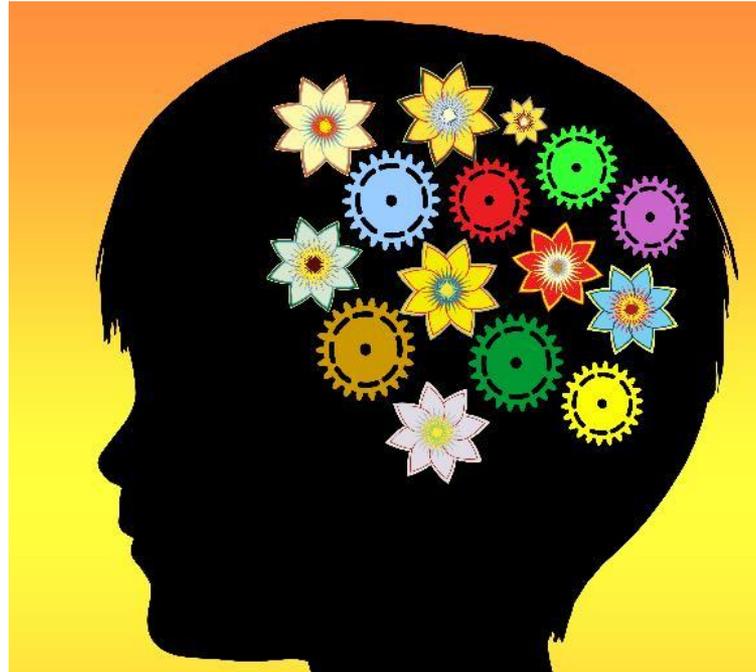
Child Care and Development Fund Reporting:

<https://www.acf.hhs.gov/occ/resource/reporting>



The screenshot displays the Office of Child Care website. The header includes the logo and the text "Office of Child Care An Office of the Administration for Children & Families". A search bar is located in the top right. The navigation menu includes "HOME", "ABOUT", "INITIATIVES", "DATA & FUNDING", "TECHNICAL ASSISTANCE", and "POLICY & PROGRAM RESOURCES". The "POLICY & PROGRAM RESOURCES" dropdown menu is open, showing "CCDF Reporting" as the selected item, with other options like "Program Instructions", "Information Memoranda", "Policy Interpretation Questions", and "Technical Bulletins". The main content area features a "Listen" button, a breadcrumb trail, and the title "CCDF State, Territory, and Tribal Reporting". Below the title is a sub-heading "CCDF Reporting Guidelines and Resources for States, Territories and Tribes", the publication date "Published: April 25, 2012", and categories and topics. A "SHARE" section includes social media icons for Facebook, Twitter, LinkedIn, and Google+. A "States and Territories:" section lists several reporting requirements. A right-hand sidebar lists various program instructions and preprints with their dates.

Closing Thoughts ... Questions?





**State Capacity Building Center,
A Service of the Office of Child Care**

9300 Lee Highway

Fairfax, VA 22031

Phone: 877-296-2401

Email: CapacityBuildingCenter@ecetta.info

Subscribe to Updates

http://www.occ-cmc.org/occannouncements_sign-up/



ADMINISTRATION FOR
CHILDREN & FAMILIES



CCDF Survival Kit Jeopardy Game

- Questions
- Answers
- Additional resources and links to websites



Office of Child Care

\$100 HHS/ACF/OCC is an acronym for

- What is the U.S. Department of Health and Human Services/Administration for Children and Families/Office of Child Care?
 - Note broad features of website: <https://www.acf.hhs.gov/occ>
 - Topics: Home; About; Initiatives; Data & Funding; Technical Assistance; and Policy & Program Instruction
 - Subscribe to receive announcements and updates: https://www.occ-cmc.org/occ_announcements/signup.aspx

\$200 Shannon Christian

- Who is currently the Office of Child Care Director?
 - Info located under About, which also includes What We Do; Leadership; History; Contacts, and Regional Managers (note there are 10 regional offices that work directly with Lead Agencies)
 - <https://www.acf.hhs.gov/occ/about/leadership>

\$300 1) Data & Funding; 2) Technical Assistance; and 3) Policy & Resources

- What is the information and resources found on the OCC website?
 - Note three resources on website:
 - » <https://www.acf.hhs.gov/occ/data>
 - » <https://www.acf.hhs.gov/occ/ta>
 - » <https://www.acf.hhs.gov/occ/resource-library>

\$400 Program instructions and information memoranda

- What are resources to find clarification and guidance from OCC?
 - Program instruction – OCC program instructions provide guidance to CCDF Lead Agencies on specific areas of the CCDF requirements
 - » <https://www.acf.hhs.gov/occ/resource/program-instructions>
 - Information memorandum – OCC information memoranda are used to convey relevant information or resources to CCDF Lead Agencies
 - » <https://www.acf.hhs.gov/occ/resource/information-memoranda>
 - Policy interpretation questions – PIQs provide OCC policy clarification in the form of questions and answers around specific CCDF requirements
 - » <https://www.acf.hhs.gov/occ/resource/policy-interpretation-questions>

\$500 Fiscal year 2019–2021 triennium

- What is the CCDF State and Territory Plan Preprint?
 - States and territories have been developing their 3-year plans. ACF-118 site is available August 18th. State Plans are due August 31st.
 - <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2018-02>

State Capacity Building Center

\$100 SCBC is an acronym for

- What is State Capacity Building Center?
 - Center has three networks: State Systems Specialists; Infant/Toddler Specialists; and Impact Project. Note highlighted resources and success stories on website
 - Two applications: Impact Project and Intensive Consumer Ed
 - <https://childcareta.acf.hhs.gov/centers/child-care-state-capacity-building-center>

\$200 CCDF Fundamentals

- What is a tool to understand CCDF rules and regulations?
 - Resource guide and PowerPoint; training available
 - <https://www.acf.hhs.gov/occ/resource/fundamentals-of-ccdf-administration>

\$300 Relocation, shelter in place, lockdown

- What are some of the new requirements that must be included in the emergency preparedness, response, and recovery (EPRR) plan?
 - Share discussion briefs, planning tools, video, and webinars on website
 - <https://childcareta.acf.hhs.gov/emergency-preparedness-0>

\$400 Infant/toddler 3%

- What is the infant/toddler quality set-aside?
 - Info on 3% is located in many places—OCC, CCDF Fundamentals.
 - Share other resources:
 - » Infant/Toddler Resource Guide: <https://childcareta.acf.hhs.gov/infant-toddler-resource-guide>
 - » Program for Infant/Toddler Care (PITC)
 - » *Strengthening State and Territory Infant/Toddler Child Care System Policies and Practices: A Tool for Advancing Infant/Toddler Child Care Quality Care*
 - » *Developing a Statewide Network of Infant/Toddler Specialists: Technical Assistance Guide for States and Territories*

\$500 Suspension and expulsion scan

- What is *Building a Comprehensive State Policy Strategy to Prevent Expulsion from Early Learning Settings* (tool)?
 - Note 2.55 and 2.56 in the Preprint
 - » <https://childcareta.acf.hhs.gov/systemsbuilding/building-comprehensive-state-policy-strategy-prevent-expulsion-early-learning-settings>

National Center on Early Childhood Quality Assurance

\$100 ECQA is the acronym for

- What is the National Center on Early Childhood Quality Assurance?
 - Note Announcements; Highlighted Tools; and Resource and Information on website. The ECQA Center has three core partners: the BUILD Initiative, Child Trends, and NARA: <https://childcareta.acf.hhs.gov/centers/national-center-early-childhood-quality-assurance>

\$200 Strong health, safety, and quality standards and licensing regulations; state quality initiatives; quality assurance systems

- What are the three priorities of the ECQA Center?
 - <https://childcareta.acf.hhs.gov/centers/national-center-early-childhood-quality-assurance>
 1. Advance strong health and safety standards and licensing regulations
 2. Support the development and enhancement of state quality initiatives, including quality rating and improvement systems (QRISs)
 3. Enhance quality assurance systems through the use of technology, data analysis, and research that promote continuous quality improvement, efficiency, and innovation

\$300 A tool for finding and searching state and territory licensing regulations and agency contact information?

- What is the National Database of State Child Care Licensing Regulations?
 - <https://childcareta.acf.hhs.gov/licensing>
 - In addition to the database: National Program Standards Crosswalk Tool; Trends in Licensing Regulations and Policies for 2014; health and safety briefs on the 10 topics; and the Data Explorer. Links to licensing tools and resources: <https://childcareta.acf.hhs.gov/child-care-licensing-tools-and-resources>

\$400 Resources, information, and state examples to support the design, implementation, and revision of quality rating and improvement systems

- What can be found in the QRIS Resource Guide?
 - A tool for states and communities to explore key issues and decision points during the planning and implementation of QRIS: <https://qrisguide.acf.hhs.gov/index.cfm?do=resourceguide>

\$500 A framework for assessing local, regional, and state policies and practices to ensure that they support access to high-quality family child care options

- What is *Supporting Access to High-Quality Family Child Care: A Policy Assessment and Planning Tool for States, Territories, and Tribes*?
 - This tool provides a framework for assessing local, regional, and state policies and practices to ensure support and access to high-quality family child care options.
 - The ECQA Center has a variety of tools to help support to expand and improve access to quality family child care: <https://childcareta.acf.hhs.gov/national-resources-family-child-care>



National Center on Child Care Subsidy Innovation and Accountability

\$100 SIAC is the acronym for

- What is the National Center on Child Care Subsidy Innovation and Accountability?
 - The SIAC works with states and territories to develop child care subsidy systems that are child-focused, family-friendly, and fair to providers.
 - SIAC works with states and territories to help them reach goals related to eligibility; integrating quality and subsidy; and strengthening program integrity, payment rules, rate setting, and other policies and practices. All of these efforts support providing high-quality care to more children from low-income families.
 - <https://childcareta.acf.hhs.gov/centers/national-center-child-care-subsidy-innovation-and-accountability>

\$200 A child care provider must receive this prior to employment and at least every 5 years

- What is a background check?
 - Background check requirements include national background checks, state-based background checks, and background checks in previous states of residence for last 5 years
 - <https://childcareta.acf.hhs.gov/criminal-background-check-resources>

\$300 The federal legislation that defines homelessness

- What is the McKinney-Vento Homeless Assistance Act?
 - CCDF requires Lead Agencies to use the definition of “homeless” applicable to school programs from the McKinney-Vento Act to align with other federal early childhood programs. CCDF Lead Agencies must also prioritize services for children experiencing homelessness.
 - https://childcareta.acf.hhs.gov/sites/default/files/public/ncsia_homelessness_brief_june_2017_508.pdf

\$400 Instructions for implementing the error rate

- What are the *Child Care Improper Payments Data Collection Instructions*?
 - The CCDF error rate review methodology is intended to measure errors in states’ child care subsidy programs, focusing on both administrative errors that do not result in improper payments, and errors that do result in improper payments. Through reviewing information and documentation contained in the case record, reviewers determine whether client eligibility for child care subsidy was properly determined.
 - https://childcareta.acf.hhs.gov/sites/default/files/public/strategies_to_reduce_errors_final_508.pdf
 - <https://childcareta.acf.hhs.gov/resource/ccdf-error-rate-fact-sheet-2016>
 - https://www.acf.hhs.gov/sites/default/files/occ/data_collection_instructions_2015_2018.pdf

\$500 Recommend response rate for market rate survey

- What is 65% or higher?
 - CCDF requires Lead Agencies to set provider payment rates based on a valid market rate survey or alternative methodology. The purpose of the market rate survey is to guide Lead Agencies in setting payment rates within the context of market conditions so that rates are sufficient to provide equal access to the full range of child care services, which may include high-quality child care.
 - <https://childcareta.acf.hhs.gov/resource/market-rate-survey-series>



National Center on Child Care Data and Reporting

\$100 Statistics, expenditures, and allocations

- What are the topics under the Data and Funding website?
 - Review topics and highlighted resources
 - <https://childcareta.acf.hhs.gov/centers/national-center-child-care-data-and-reporting>

\$200 The site where the details of your CCDF Plan, amendments, and waiver requests are entered

- What is the ACF-118 site?
 - Note CCDF Plan submission site is being updated to accept details of the new Plan—site will be open August 17–31
 - If someone needs a username and password for the site, please contact NCDR
 - https://extranet.acf.hhs.gov/stplan/STPLAN_Login.jsp
 - <https://www.acf.hhs.gov/occ/resource/overview-of-state-territorial-plan-reporting>

\$300 Case management tool to support tribes' and territories' data

- What is the Child Care Data Tracker?
 - Note territories use the Data Tracker to generate the monthly ACF-801 report; can also generate standard reports
 - <https://www.acf.hhs.gov/occ/resource/child-care-data-tracker>

\$400 QPR

- What is the annual Quality Progress Report?
 - Note QPR is currently being updated—annual report where state and territory CCDF grantees provide updates on goals established in their CCDF Plans; It is submitted via the same site as the CCDF Plan
 - https://extranet.acf.hhs.gov/stplan/STPLAN_Login.jsp

\$500 Tool used to improve the quality of ACF-801 data before submitting to OCC

- What is the Data Viewer?
 - Software tool utilized by CCDF grantees to assess their ACF-801 report for potential errors; grantees can generate a number of standard reports
 - <https://www.acf.hhs.gov/occ/resource/child-care-data-viewer>

Early Childhood Training and Technical Assistance System

\$100 ECTTAS is the acronym for

- What is the Early Childhood Training and Technical Assistance System?
 - Share header topics and highlighted resources on website: <https://childcareta.acf.hhs.gov/>

\$200 Resource center for emergency preparedness, mental health, childhood illness, exclusion criteria, health and safety, medication administration, and suspension and expulsion.

- What are resources from the National Center on Early Childhood Health and Wellness?
 - Target audiences: training and technical assistance providers; state-level professionals; direct child-serving practitioners; and families and communities
 - <https://childcareta.acf.hhs.gov/centers/national-center-early-childhood-health-and-wellness>

\$300 Information on school-age children served by CCDF

- What is the National Center on Afterschool and Summer Enrichment School-Age Data Profiles Database?
 - Share highlighted resources; show link to Resource Library on landing page
 - <https://childcareta.acf.hhs.gov/centers/national-center-afterschool-and-summer-enrichment>
 - <https://childcareta.acf.hhs.gov/ncase-resource-library>
 - <https://childcareta.acf.hhs.gov/school-age-profiles>

\$400 Early Educator Central

- What is a new website with a special focus on infant/toddler educators' pathways to credentials and degrees, which provides federally funded coursework from the Administration for Children and Families, the Department of Defense, and the Centers for Disease Control and Prevention?
 - Share DTL main site such as PD Cost Analysis Tool; Registries; & Workforce
 - <https://childcareta.acf.hhs.gov/centers/national-center-early-childhood-development-teaching-and-learning>
 - <https://eclkc.ohs.acf.hhs.gov/professional-development/article/early-educator-central>

\$500 Parent, Family, and Community Engagement Framework for Early Childhood Systems

- What is a strategic guide to understanding collaborative relationships between families, providers, and communities?
 - National Center on Parent, Family and Community Engagement website: Consumer Education/Engagement; Fatherhood; and Serving Families Who Are Homeless
 - <https://childcareta.acf.hhs.gov/centers/national-center-parent-family-and-community-engagement>
 - <https://childcareta.acf.hhs.gov/resource/parent-family-and-community-engagement-framework-early-childhood-systems>

Who to Contact If You Need Technical Assistance

Region	State System Specialist	Email
I	Sue Foley	Sue.Foley@icf.com
II	Terrie Hare	Terrie.Hare@icf.com
III	Darlene Hamilton	Darlene.Hamilton@icf.com
IV	Calvin Moore	Calvin.Moore@icf.com
V	Susan Rohrbough	Susan.Rohrbough@icf.com
VI	Gail Kelso	Gail.Kelso@icf.com
VII	Julie Ingersoll	Julie.Ingersoll@icf.com
VIII	Lori Bowers	Lori.Bowers@icf.com
IX	Mary Beth Phillips	MaryBeth.Phillips@icf.com
X	Annie Dalgetty	Annie.Dalgetty@icf.com