



# National Center on Tribal Early Childhood Development

## Developing Policies and Procedures for Health and Safety

Office of Child Care's 2018 American Indian  
and Alaska Native Regional Conference



# Welcome



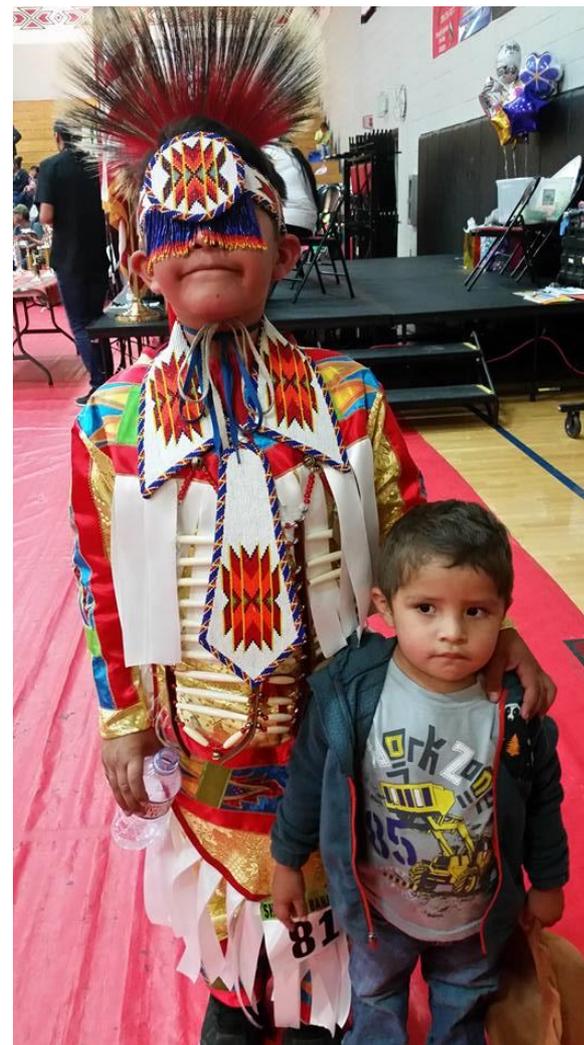


# Objectives

- ◆ Participants will explore considerations for developing policies and procedures.
- ◆ Participants will assess their current policies and procedures and identify next steps to align their policies and procedures with Child Care and Development Fund (CCDF) final rule requirements.
- ◆ Participants will explore the ways that their CCDF policies and procedures can be integrated into their overall tribal administrative systems.

# Agenda

- ◆ Review: introduction to written CCDF policies and procedures
- ◆ Aligning CCDF policies and procedures to the CCDF final rule
- ◆ Planning and writing workshop for health and safety policies and procedures





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# Review: Introduction to Written CCDF Policies and Procedures



# Why Are Policies and Procedures Important?

- ◆ Provide direction and structure for program staff
- ◆ Provide consistency and ensure fair treatment for all parties
- ◆ Provide a smooth transition for the next program administrator
- ◆ Protect the rights and reduce the liabilities of the tribe, program, staff, providers, and families
- ◆ Document responsibility for implementation, monitoring, and enforcement
- ◆ Provide workflow documentation
- ◆ Reduce misunderstandings between program staff and participating families

# Policies versus Procedures

- ◆ **Policies** are the statements, rules, and definitions that guide the tribal Lead Agency (TLA) in the process of implementing the CCDF program.
- ◆ **Procedures** are the step-by-step details of when, where, and how policies are implemented and who is responsible for each step.

# A Policy Tells Us

- ◆ What is to be done
- ◆ Who is responsible
- ◆ Who is covered or affected
- ◆ In what circumstances it applies
- ◆ The degree to which the policy is applied
- ◆ Definitions of specific terms used
- ◆ Penalties for failure to follow the rules

# A Procedure Tells Us

- ◆ What steps must be taken to implement a certain policy or to achieve a specific goal
- ◆ Who is responsible for each step in the process
- ◆ When, where, and how each step is to be done
- ◆ What verification or follow-up is needed
- ◆ Where to get additional information or guidance when questions arise
- ◆ How to apply penalties for failures to comply

# Example: Child Abuse and Neglect Recognition and Reporting

## Policy

- ◆ All tribal Lead Agency (TLA) child care providers and tribally operated center staff are mandatory reporters and are responsible for recognizing and reporting any suspected cases of child abuse or neglect immediately.

What is to be done and when it applies

# Example: Child Abuse and Neglect Recognition and Reporting

## Procedure

- ◆ All TLA child care providers and tribally operated center staff will report suspected cases of child abuse or neglect to the Tribal Child Welfare Department's hotline at 800-123-4567.
- ◆ If the circumstances reflect an imminent danger to a child or an adult, the police department will be contacted and a request for immediate assistance made.
- ◆ The reporting staff member will include the following information in the report:
  - Names and addresses of the child, the parents, and other persons responsible for the child's care
  - Child's age, sex, and race
  - Nature and extent of the child's injuries, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect to the child or sibling
  - Name, age, address, and other known information of the person responsible for the abuse and neglect
  - Any family or other information that might be helpful
  - Reporting person's name, address, phone, and occupation, and any action taken in response such as medical exam, photographs, etc.
- ◆ The reporting staff member will follow the guidance of the welfare department regarding notification of the parent or legal guardian.
- ◆ The reporting staff member will never face disciplinary action for making the report, unless it is proven that a false report was knowingly made.

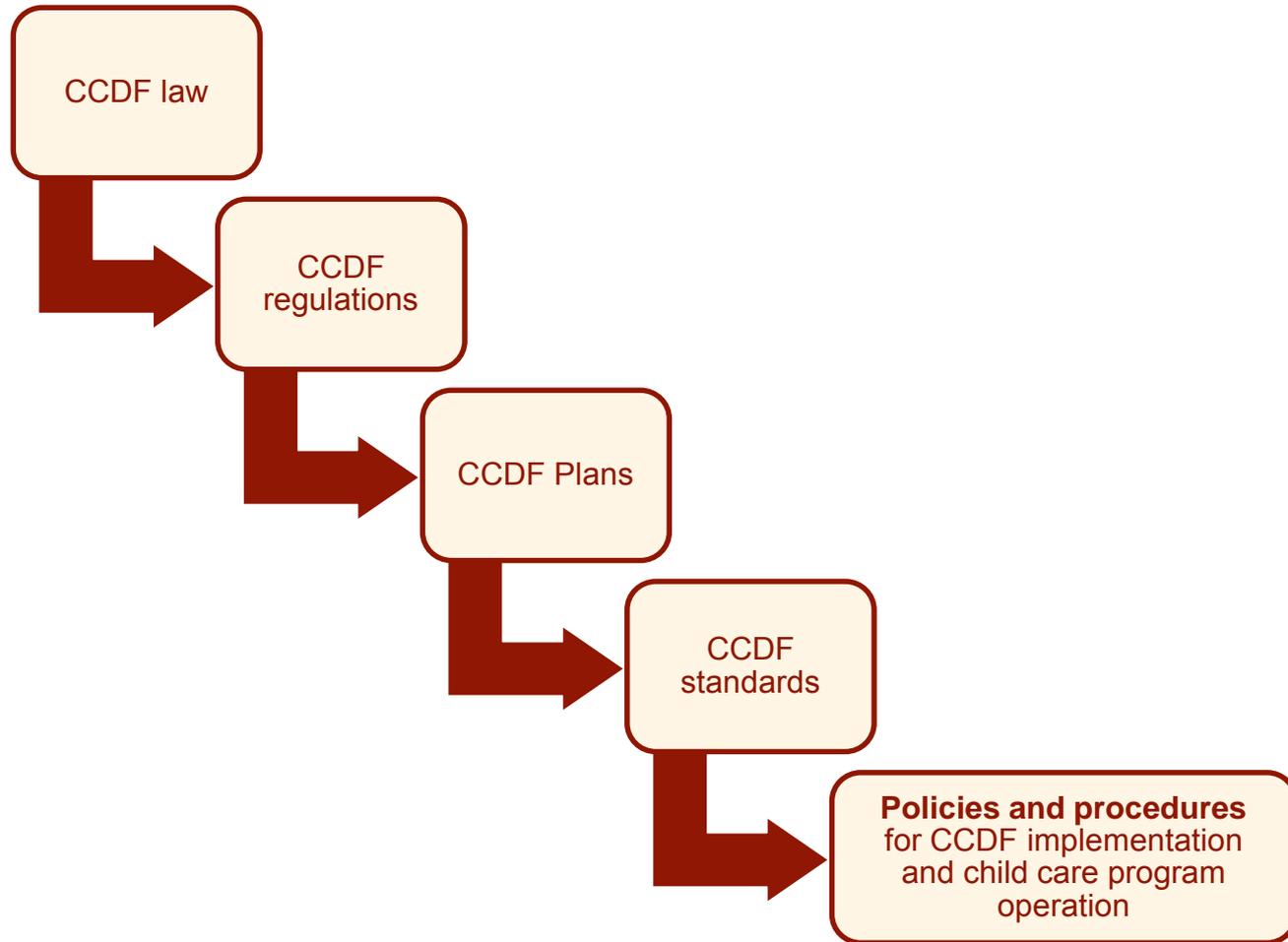
Steps required; who is responsible; when, where, and how each step will be completed



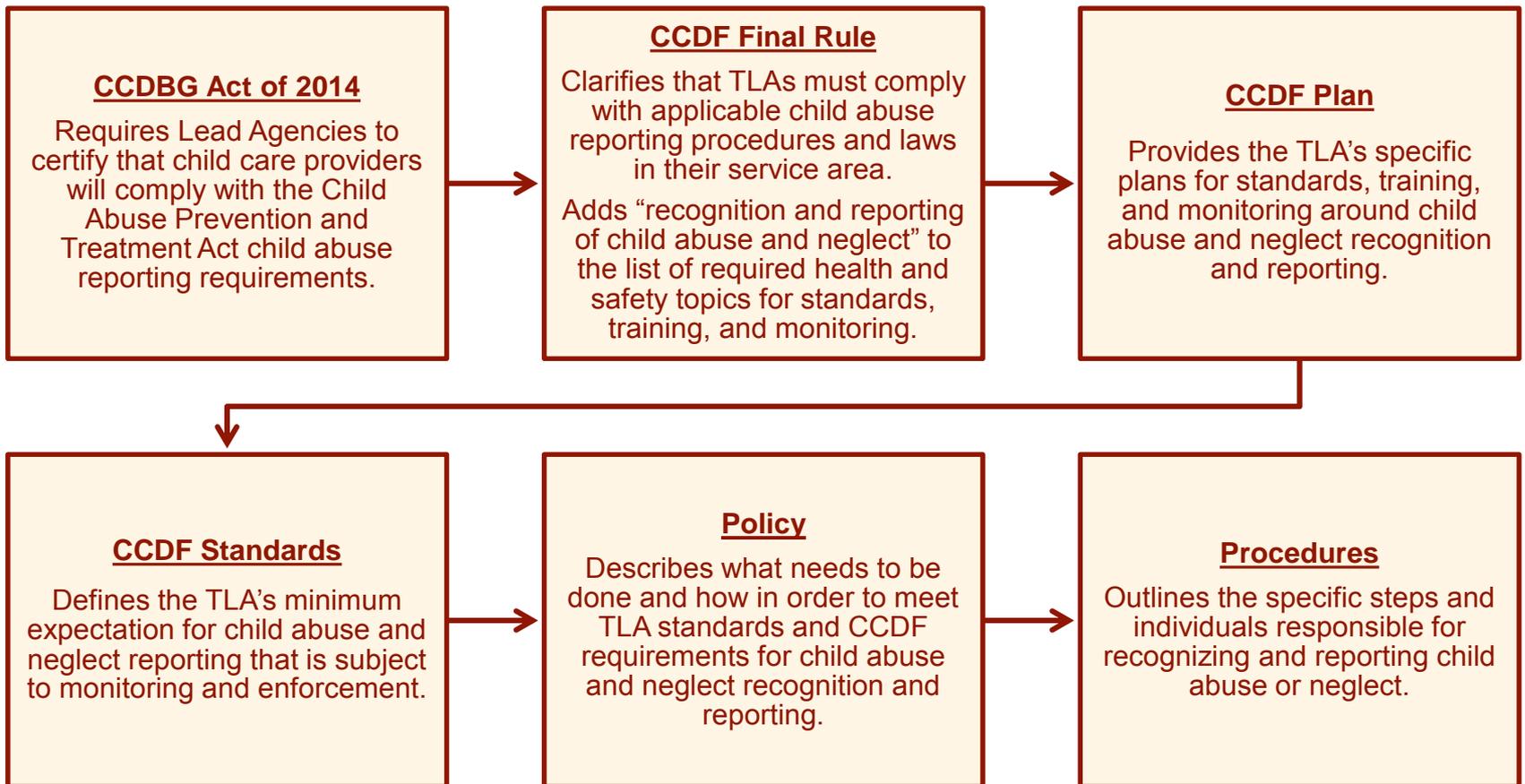
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# Aligning Policies and Procedures

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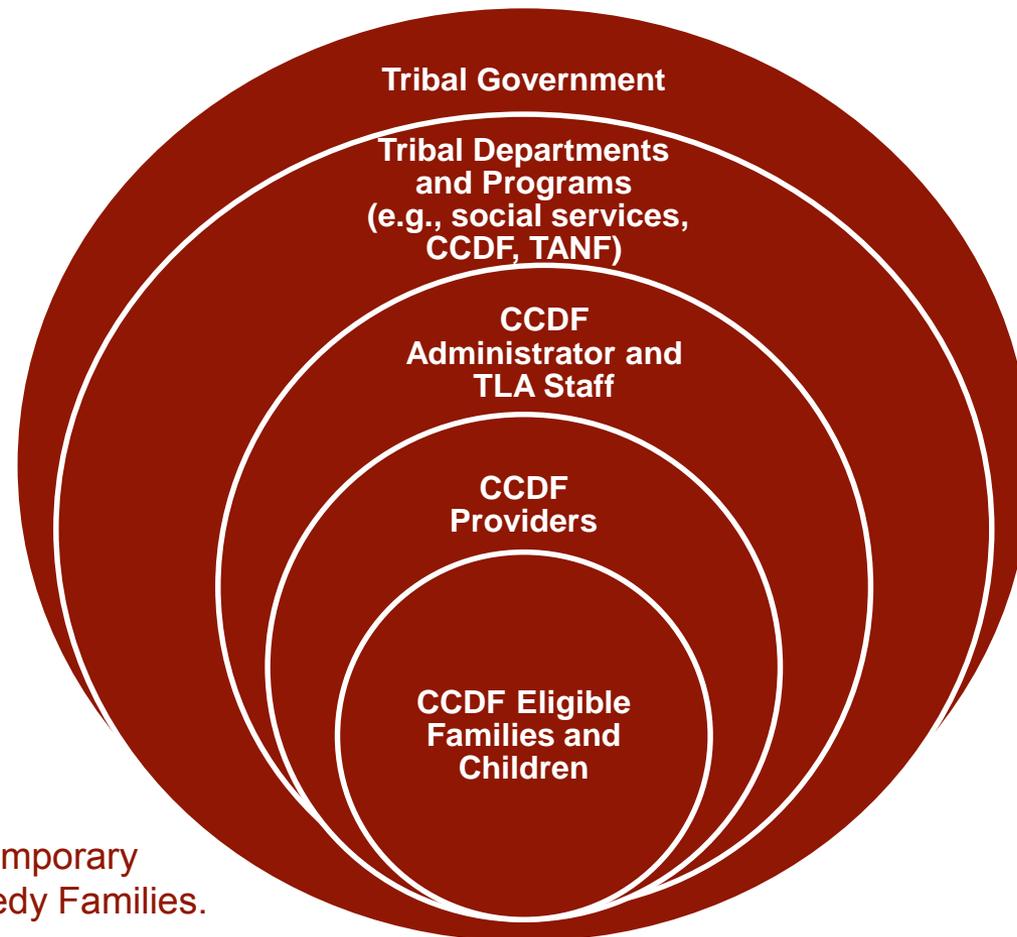


# Example: Child Abuse and Neglect Recognition and Reporting



Note: “CCDBG” is Child Care and Development Block Grant.

# How Do CCDF Policies and Procedures Fit into the Larger System?



Note: “TANF” is Temporary Assistance for Needy Families.



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# Planning and Writing Workshop

# Template

- ◆ Topic
- ◆ Tribe or organization
- ◆ Section
- ◆ Background or regulation
- ◆ Policy title
- ◆ Policy
- ◆ Date policy becomes effective
- ◆ Procedures
- ◆ Additional information

Topic:	
Tribe/Organization	
Section	
Background / Regulation	
Policy Title	
Policy	Effective Date:
Procedures	
Additional Information	

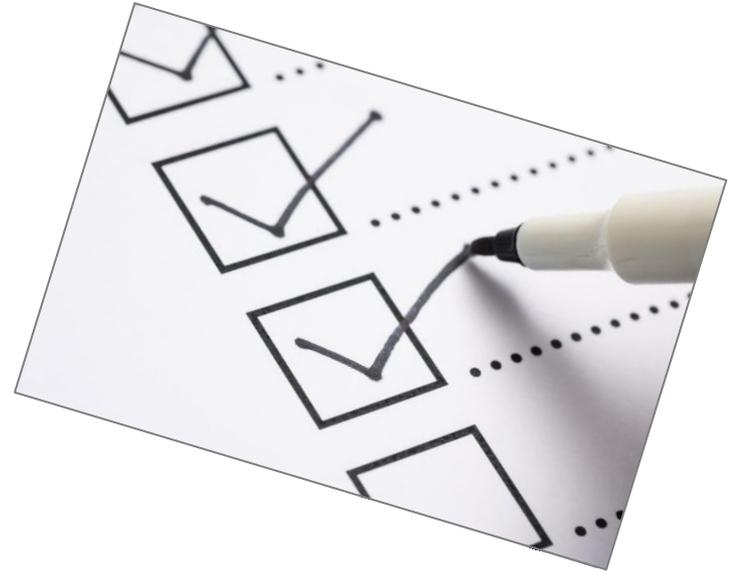
# Policies and Procedures Checklist for Child Care and Development Fund Tribal Lead Agencies

- ◆ **Checklist 1:** Define CCDF Leadership and Coordination with Relevant Systems
  - ◆ **Checklist 2:** Establish Standards and Monitoring Processes to Ensure the Health and Safety of Child Care Settings
  - ◆ **Checklist 3:** Supporting Continuous Quality Improvement
- 
- ◆ **Checklist 4:** Provide Stable Child Care Financial Assistance (medium and large allocations)
  - ◆ **Checklist 5:** Ensure Equal Access to High-Quality Child Care for Low-Income Children (medium and large allocations)
  - ◆ **Checklist 6:** Promote Family Engagement through Outreach and Consumer Education (medium and large allocations)

# Questions and Answers



# Small-Group Work





# Reflective Evaluation

What worked today?

What do we want more of?

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