

Attachment B – Performance Requirements

Office of Child Care (OCC) - Baby Steps Grant

July 1, 2016 – June 30, 2019

Grantee Responsibilities:

1. **Administrative Commitment:** Infant/Toddler caregiver supervisor must commit to working with the Infant/Toddler Specialist to assure quality improvement efforts will continue if any staff leaves their employment and new staff is hired. As part of their administrative commitment, management must:
 - a. Spend time in the classroom with the Infant/Toddler Specialists, helping to implement positive changes;
 - b. Provide orientation to new staff as well as helping current staff understand best practices and goals the center has committed to;
 - c. Spend three hours with each infant, toddler, and two-year-old caregiver during the year, and show documentation of completion on the OCC provided form;
 - d. Ensure that they spend five hours with the Infant/Toddler Specialist during each year, and show documentation of completion on the OCC provided form;
 - e. Maintain best practices discussed with the Infant/Toddler Specialist between technical assistance visits; and
 - f. Complete a self-evaluation of the infant, toddler and two-year-old room(s) in **April** of each grant year.

2. **Training Funds:** Centers will be reimbursed \$400 per room, or \$200 per caregiver to cover the cost of wages paid to the caregivers while they attend the following required classes:
 - a. Infant and toddler caregivers: Infant/Toddler Endorsement; and
 - b. Two-year-old caregivers: Career Ladder Course with two-year-old child development content. “All About Twos” class is strongly recommended.

Each center director must complete at least two of the Infant/Toddler endorsement courses by the end of the first year of participation, and complete the Infant/Toddler endorsement by the end of the second year of participation. Infant and toddler caregivers must complete the Infant/Toddler Training Endorsement (40 hours of training) if they have not already completed it. Programs may elect to send one full-time caregiver to 40 hours of training, or two caregivers may complete 20 hours of training each year.

- a. If a staff member leaves employment, another staff member will complete the training;
- b. Centers are required to pay caregivers their usual wage for attending training classes;
- c. In rural areas, where a provider would not have access to a Care About Childcare training class or would have to drive for more than one hour to attend a class, special arrangements can be made with OCC, Infant/Toddler Program Specialist to take an equivalent online course. This option is not available in areas where classes are offered regularly and must be pre-approved in writing;
- d. If the director or any of the caregivers have the Infant/Toddler Endorsement, an Infant/Toddler CDA or a college level Infant/Toddler Development Class they do not have to take the 40 hours of endorsement training (transcript or copy of CDA documentation required); and
- e. Failure to complete the training requirements according to the policies listed above will make the center INELIGIBLE for renewal of their grant for the following year and the program risks being suspended from all grant programs from OCC for the next fiscal year.

3. **Observations:** Early in the grant cycle, an Infant/Toddler Specialist will complete a baseline observation using the Infant/Toddler Environment Rating Scale – Revised (ITERS-R) in each infant/toddler classroom. A follow up observation will be conducted approximately two years later.
 - a. An Infant/Toddler Specialist will complete a follow-up observation during the last year of the grant in each infant, toddler and two-year-old room. Each room must obtain a minimum overall score of 3.5 or higher; or if the initial score in any room was 3.25 or higher an increase of one half point is required.
 - b. ITERS-R Observation data may be used to determine specific outcomes statewide and effectiveness of the Baby Steps program. All personal and identifying information will remain confidential and protected; and
 - c. Additional observations may also be scheduled to train new Infant/Toddler Specialists and to complete reliability checks.

4. **Quality Improvement Goals:** Goals are based on the areas of concern identified by the program and the results of the ITERS-R observation.
 - a. If the “continuity of care” score is less than a 3, a goal must be set in this area;
 - b. Goals will be adjusted and evaluated throughout the first year. The goals for the second and third years will be determined after the director completes an observation and self-assessment in each room. The director will work with the Infant/Toddler Specialist to determine what goals would make the most sense in year two and year three based on what they observed.

5. **Allowable and Unallowable Purchases for Equipment and Materials Funding:** Funds for equipment and materials will be issued after July 1, 2016, and after programs submit a Materials and Equipment List approved in writing by their Infant/Toddler Specialist. Infant/Toddler Specialists may assist the director and staff to select purchases that are durable and most appropriate for each individual environment. The limits on equipment purchases include:
 - a. No group feeding table may be purchased;
 - b. No used materials may be purchased;
 - c. Purchases must be made from companies or catalogs specializing in equipment for group care of children under three years old;
 - d. Purchases must be age appropriate and safe for children under three years old; and
 - e. Purchases must be made exactly as they are listed on the equipment and materials request form. Any changes must be approved in writing through the Infant/Toddler Program Specialist at OCC.

6. **Ongoing Quality Improvement (QI) Funds:** Centers will receive ongoing QI funds for each group of children under the age of 36 months. Actual payments are based on Average Daily Attendance (ADA) for January and April of each year for children under the age of three. In small programs where children ages 2-5 are cared for in one group and a mixed ratio is used, the maximum payout in one billing period can be for seven children.
 - a. Allowable Quality Improvement Expenses

The remainder of the grant funds may be spent in a variety of ways to help the program reach quality improvement goals. Money may be used to:

 - i. Provide small recognition incentives or gifts to reward staff for a job well done;
 - ii. Support the plan submitted to recruit and retain staff;
 - iii. Raise wages for infant/toddler caregivers or provide other benefits;
 - iv. Pay additional staff to attend training;

- v. Purchase additional furniture, materials and equipment for infant, toddler and two-year-old rooms;
- vi. Create or improve a playground dedicated to children under age three;
- vii. Purchase additional resources for staff such as books or magazine subscriptions;
- viii. Support families through center activities; and
- ix. Permanent improvements to the buildings/grounds may be made with these funds **if prior written approval is obtained from the DWS, OCC Infant/Toddler Program Specialist.**

7. **Interaction/Listening and Talking Incentive (FY19):** Infant, Toddler and Two-Year-Old rooms that receive an average score of 4 on the “Language and Talking” subscale of the ITERS-R will receive a \$500 incentive at the end of the third year. An additional incentive of \$500 can be received for an average score of 4 on the “Interaction” subscale. Incentives will not exceed \$1,000 per participating room. This payment is determined at the discretion of the OCC Infant/Toddler Program Specialist based on whether the center meets the criteria.
8. **Invoice Process:** Grantee must submit invoices twice per year. DWS will make payments based on the Average Daily Attendance for the designated months.
- a. Invoices shall be submitted according to the invoice schedule and due dates (see table 1.1);
 - b. The following must be submitted with each invoice:
 - i. Attendance record for the target month;
 - ii. Training report showing completed training and staff changes;
 - iii. Copies of training certificates and documentation showing paid staff wages, if training was completed during the billing period;
 - iv. A proposed spending plan outlining how invoice funds will be spent;
 - v. Goal report forms stating progress regarding goals since the last billing cycle; and
 - vi. Receipt report and receipts for the check sent from the previous invoice.
 - c. Late invoices may not be processed until the next deadline.

Table 1.1 - INVOICE SCHEDULE AND DUE DATES

FY 2017	Equipment and Materials Request Forms	Receipts	Invoice 1	Invoice 2
	Due October 14, 2016 Must be approved by I/T Specialist	Due December 15, 2016 Equipment and Materials Receipts	Due February 15, 2017 Based on January attendance	Due May 15, 2017 Based on April attendance
FY 2018	Equipment and Materials Request Forms	Receipts	Invoice 3	Invoice 4
	Due October 13, 2017 Must be approved by I/T Specialist	Due December 15, 2017 Equipment and Materials Receipts	Due February 15, 2018 Based on January attendance	Due May 15, 2018 Based on April attendance
FY 2019	Equipment and Materials Request Forms	Receipts	Invoice 5	Invoice 6
	Due October 12, 2018 Must be approved by I/T Specialist	Due December 14, 2018 Equipment and Materials Receipts	Due February 15, 2019 Based on January attendance	Due May 15, 2019 Based on April attendance

9. **Renewal:** This agreement may be extended beyond the original contract period for up to two additional years (ending June 30, 2019). **DWS, OCC may elect not to renew based on lack of funding, change in program direction and the center's performance.** Prior to the contract year starting July 1, 2017, the following items must be submitted with the End of Year Report (Forms will be distributed by the OCC Infant/Toddler Program Specialist):
- To renew the contract for a second and third year, centers must:
- a. Continue in good standing with the Utah Child Care Licensing, maintaining a regular license;
 - b. Turn in receipts accounting for 100 percent of the equipment and materials the center received by the deadline specified in this Agreement (see table 1.1);
 - c. Maintain the required maximum group size of eight for infants, 12 for toddlers, and no more than 14 for two-year-old rooms;
 - d. Consistently maintain a 4 to 1 ratio for infant/toddler rooms and 7 to 1 for two-year-old rooms throughout the grant period;
 - e. Fulfill administrative requirements of five hours with the Infant/Toddler Specialist and three hours with each caregiver;
 - f. Meet the annual training requirements and show documentation that staff members were paid while attending class;
 - g. Fulfill quality improvement goals for FY17; and
 - h. If progress is not evident in the first year, OCC will conduct an ITERS-R observation to determine if funding will be continued in fiscal year 2018.
10. **Documentation:** Documentation that includes the following must be kept on-site for possible review by DWS staff, state and federal auditors. Copies of all paperwork related to the grant should be maintained in a Baby Steps folder or binder for four years past the termination date of the Grant or until all audits initiated within the four years have been completed, whichever is later. This includes:
- a. Invoices;
 - b. Copies of goal forms;
 - c. Training reports;
 - d. Attendance records for the target months;
 - e. Sign-in/out sheets and reports for the target months;
 - f. Birthdates for all children listed on the attendance record for each target month;
 - g. Documents demonstrating training requirements were met. Options include:
 - i. CAC Certificates
 - ii. Infant Toddler CDA Certificate
 - iii. College transcript
 - h. Documentation showing staff wages paid for attending training classes;
 - i. Copies of each budget plan and the supporting receipts and documents that show how the center utilized grant funds; and
 - j. Copies of receipts for all purchases.
12. **Audit Controls:** To fulfill requirements placed on OCC by state and federal auditors, attendance records may be matched to sign in/out sheets or computer records to check for accuracy of the Average Daily Attendance figures. These records will be checked on site. OCC may occasionally make appointments in advance or may make unannounced visits.

13. **Reporting:** Reports must be prepared according to DWS reporting guidelines. DWS will provide training on report format and content at the grant orientation meeting. At the end of each year programs must submit the following:
- a. End of Year Report;
 - b. Director Assessment Observation;
 - c. Director Assessment Feedback Report; and
 - d. Administrative and Caregiver Logs

All reports and paperwork must be submitted electronically to the occitt@utah.gov email. Other arrangements may be made for programs with extenuating circumstance, but must be made and approved in writing by the OCC Infant/Toddler Program Specialist.