DEAR HENNEPIN COUNTY FAMILY CHILD CARE PROVIDERS

We have decided to publish our newsletter quarterly to provide more frequent communication and reduce the length of each newsletter. Please send us feedback about our new format. Let us know any topics you would like to see covered in future issues.

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RESPONSIBILITIES OF A HENNEPIN COUNTY LICENSING WORKER

Have you ever wondered what your licensing worker does each day? This article is intended to provide a glimpse into what kinds of activities a social worker may be performing on a typical work day as a Hennepin County Licensing Social Worker. As a licensing social worker we are not only there to check on the safety of children but also to provide support to you as a provider. We want you to succeed as a business owner. Our goal is to work in partnership with you in providing a safe, quality program for the children in the community we serve. We hope that providing you a glimpse into our work will help you understand what other work occurs after we leave your doors.

An average licensing worker at Hennepin carries a caseload of approximately 130 Family Child Care Providers. Since the implementation of the new legislative requirements that went into effect January 2018, licensing workers are now required to visit providers yearly. Hennepin County implemented “Off Year Visits” in September 2017 in an effort to be proactive in our development of processes and procedures related to the “Off Year Visits”. Although the workload has increased, the number of licensing staff has remained the same since Spring 2016 when 1 additional licensing worker was added.
Off Year Visits typically take at least 1 hour of time in the day care facility with additional time to drive to and from the facility. Renewal visits run an average of 2 hours with additional time to drive to and from the facility. A typical licensing social worker will have 4-5 licensing visits per week. Each licensing visit requires the completion of the Electronic Licensing Inspection Checklist Information Tool (ELICI) which is accessed through a web server and completed electronically. The checklist for renewal visits contains 230 items for review and typically takes an hour to complete. Depending on whether or not corrections are issued the social worker will then mail out a “No Corrections” compliance letter or they will mail out the corrections. The corrections will have a deadline noted for when they need to be returned to the licensing social worker. When corrections are issued the licensing worker needs to track compliance and update ELICI to reflect how the correction was fixed.

The remainder of the time spent related to facility visits is spent processing paperwork, updating case notes, and finalizing the ELICI checklist. In addition to the tasks described above, social workers spend time responding to emails and phone calls, attending meetings, attending training for themselves as well as conducting training for providers and working on various special work projects.

The team has worked hard this year on creating efficiencies such as creating an “Off Year” checklist. The new checklist ensures that all the licensors are checking the same items in accordance with the rule requirements. This should improve consistency and save time thus reducing prolonged disruptions for the provider. We want providers to focus their attention on the children in care with as little distraction as possible during our visits.

Another duty the social workers and case management assistants in Child Care Licensing are assigned is “coverage” on a rotating basis. Coverage entails responding to email and phone calls that come in to the child care licensing information email and phone systems. Both systems need to be checked and responded to twice daily M-F.
As you can see, the social workers have a very busy schedule. That being said the social workers in Child Care Licensing have great camaraderies and love their work. Child Care Licensing has very low staff turnover which has a great deal to do with job satisfaction from working with a dedicated group of Family Child Care Providers.

We hope this description of a typical day is helpful in our mission to work in partnership with you for our mutual goal in helping you provide safe and high quality child care programs for the children you serve. We realize how hard you work, when we arrive at your door, we want to see your typical day in action and we hope you don’t feel too anxious as a huge part of our work is to provide answers to your questions and provide you with resources and support.

Providers We Appreciate The Hard Work You Do!

**Kids’ Corner**

**AUTUMN FINGER PLAY**

**CIRCLE ACTIVITY**

Children can cut out fall leaves from construction paper or children too young to cut out their own leaves can be given precut leaves. You can also choose to gather leaves and do this activity outside on a beautiful fall day.

The children recite the poem below acting out the wind blowing and the falling leaves.

Autumn winds begin to blow (blow).

Colored leaves fall fast and slow (move hands to show falling leaves)

Twirling, whirling all around (turn around a few times)

Until at last, they touch the ground (fall to the ground).
REMINDERS

Provider and Children’s Files

Keeping your files and the children’s files organized, complete and easily accessible will significantly reduce the time that your licensing workers will need to be in your facility.

Develop Training Records

FYI-Social Workers do not have access to your Develop account therefore you will need to print out your training record for us to review. Below are the steps to print out your record:

- Log into your Develop account
- Click the button at the top right that says “reports”
- A PDF of your training transcript will come up
- Save it to your computer
- Print the saved file
- Send a print out of your Develop training verifications along with your renewal paperwork and your worker can complete the training portion in the office rather than spending extra time at your home.

If you want to be added to our email contact list or want to provide feedback and/or requests for topics in future newsletters please send us an email. hsph.childcareinfo@hennepin.us

Upcoming Event

DHS Stakeholder Meeting

When: October 18-6:30pm-9:30pm
Where: Brookdale Library
6125 Shingle Creek Parkway
Brooklyn Center, MN 55430

Please plan to attend to learn about important licensing changes, ask questions and provide feedback.

Please check the schedule if you can’t attend this session as there are other sessions throughout the state.