

PROVIDER'S NEW ASSISTANT(S) CHECKLIST FCCHEN/EHS CCP

Providers serving children enrolled in the EHS CCP program must ensure their Assistant(s) also meet and understand EHS CCP requirements. This checklist was established to assist Providers in educating their Assistant(s) about EHS CCP program requirements and to assist Providers in ensuring Assistant(s) complete and submit required EHS CCP documentation.

SUBMIT WITHIN 5 DAYS

Submit the following documentation to EHS CCP program within 5 days of a new Assistant's start date:

- Provider Staffing Structure Form (Completed by provider)
- Copy of Department of Justice (DOJ) Background/Fingerprint Clearance (**prior** to working with children)
- Watch Mandated Reporter (AB 1207) Licensing Video and Complete Test (submit certificate) (**prior** to working with children)

SUBMIT WITHIN 30 DAYS

Submit the following documentation to EHS CCP program within 30 days of a new Assistant's start date:

- Immunization Clearance: Measles and Pertussis (Completed by Health Professional)
- Immunization Clearance: Influenza (Completed by Health Professional or Assistant)
- Tuberculosis Clearance (Completed by Health Professional within 4 years)
- Copy of Pediatric CPR/First Aid Cards (within 2 years)
- Standards of Ethical Conduct Certification
- Watch Supervision Video and Submit Test
- Review Blood Borne Pathogen Material and Submit Knowledge Check

REVIEW PRIOR TO WORKING WITH CHILDREN:

As part of the EHS CCP program requirements any Assistant, New Assistant or Emergency Assistant must review the items listed below prior to caring for an EHS CCP child.

My initials and signature (Assistant) below certify that I have reviewed the following:

- _____ Providers Active Supervision Plan (Sign and date the posted plan once reviewed)
- _____ Site Zoning Plan
- _____ Daily Routine Schedule
- _____ Child Allergies/Medications/Health Concerns
- _____ Emergency Disaster Plan
- _____ Child Sign in/out procedure
- _____ Location of Emergency Contact Information
- _____ Safe Sleep Practices

Assistant Name

Assistant Signature

Date

Provider Name

Provider Signature

Date

**PROVIDER STAFFING STRUCTURE
FCCHEN/EHS CCP**

Provider: _____ Date: _____

Large FCCH Small FCCH Update

Assistant(s): _____ Regular Emergency

_____ Regular Emergency

_____ Regular Emergency

No Assistant due to serving fewer than 6 children

Family Members in Home: (if over 18, name must match DOJ clearance on file)

Name:	Under 18 years of age	Never works with children:
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

All assistants and adult family members (18 and over) in the home must have a DOJ background/fingerprint clearance. In addition, all adults working with children must have current CPR/First Aid, Immunizations, TB clearance, Mandated Reporter/Blood Borne Pathogens/Supervision Training.

____ (Initial) I will notify SCOE as soon as changes occur to the above information. Within 5 days, I will submit an updated Provider Staffing Structure form and a copy of the DOJ clearance. Within 30 days, I will submit Form LIS531 – Facility Personnel Report Summary, current CPR, First Aid, Immunizations, TB clearance, Mandated Reporter, Blood Borne Pathogens and Supervision Training.

____ (Initial) I understand that all adults must have a DOJ clearance and Mandated Reporter Training (AB 1207) prior to working with children.

I have read and understand the above information.

Provider Signature: _____ Date: _____

Child Care Specialist verified information with provider (Initial)											
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June

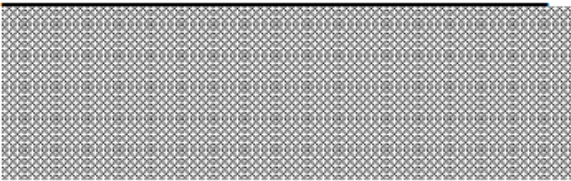
**IMMUNIZATION CLEARANCES: MEASLES AND PERTUSSIS
FCCHEN/EHS CCP**

Date: _____ Name: _____

Senate Bill 792 (Mendoza) was approved by the Governor in 2015 and requires anyone employed, substituting, or volunteering and providing "care and supervision" (Title 22, Section 101152) at a child care center or a family child care home be vaccinated against measles and pertussis (whooping cough) as part of their licensure requirement. FCCH providers and their assistants who are currently participating in the FCCHEN program need to submit proof that this has been met.

THIS SECTION TO BE COMPLETED BY HEALTH PROFESSIONAL

The physician listed below certifies my vaccination or immunity as follows:

Measles (MMR)	Pertussis/Whooping Cough (TDaP)
<input type="checkbox"/> Currently Immunized: Date (mm/dd/yy): _____	<input type="checkbox"/> Currently Immunized: Date (mm/dd/yy): _____
<input type="checkbox"/> Vaccine Not Recommended Reason: _____	<input type="checkbox"/> Vaccine Not Recommended Reason: _____
<input type="checkbox"/> Adults born prior to 1957 are generally considered immune	
<input type="checkbox"/> Proof of Immunity (Titers Blood Test)	

Health Professional's Signature: _____

Date: _____

Health Professional's Name: _____

Health Professional's Address: _____

Health Professional's Phone Number: _____

**IMMUNIZATION CLEARANCE: INFLUENZA
FCCHEN/EHS CCP**

Date: _____ Name: _____

Senate Bill 792 (Mendoza) was approved by the Governor in 2015 and requires anyone employed, substituting, or volunteering and providing "care and supervision" (Title 22, Section 101152) at a child care center or a family child care home be vaccinated against or immune to influenza (flu) annually between August 1st and December 1st or to decline vaccination against influenza (flu) as part of their licensure requirements. FCCH providers and their assistants who are currently participating in the FCCHEN program need to submit a declination (Section I) or proof that this has been met (Section II).

SECTION I: DECLINATION

<p>I, _____, hereby decline to be vaccinated against influenza (flu). <i>Name</i></p> <p>Signature: _____ Date: _____ School Year: _____</p>
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SECTION II: THIS SECTION TO BE COMPLETED BY HEALTH PROFESSIONAL

The health professional listed below has cleared me as follows:

Influenza
<input type="checkbox"/> Currently Immunized: Date (mm/dd/yy) _____
<input type="checkbox"/> Vaccine Not Recommended. Reason: _____

Health Professional's Signature: _____

Date: _____

Health Professional's Name: _____

Health Professional's Address: _____

Health Professional's Phone Number: _____

SCOE, CFS and CCMHS Standards of Conduct
"Commitment to Excellence"

The grantee developed this code of ethical conduct to guide staff, consultants, volunteers, independent contractors, contracted providers, their assistants and /or contractors and representatives of Stanislaus County Office of Education, Child & Family Services (SCOE, CFS) and Central California Migrant Head Start (CCMHS), as to how the organization will apply its program and business practices. This will also clarify and summarize the values and principles that guide our actions in making professional decisions.

SCOE, CFS and CCMHS aims to "set the standard" for ethical business conduct. We will achieve this through our goals, mission, beliefs, eight core values and operating principles.

Our Goal

Our goal is to create an ethical work environment that promotes and upholds the mission of the organization.

Child & Family Services Mission

Together, we commit to excellence in child development programs to enhance the quality of life in our diverse communities.

Child & Family Services Core Values

- 1) **Quality:** Successfully accomplish our organization's mission in an excellent and professional manner; applies to all aspects of our program; ensures systems are in place to achieve and maintain excellence.
- 2) **Service to Others:** Creating an environment for children and families to identify their own needs and interests by giving options and supporting their choices; giving of our time, attention, and respect.
- 3) **Relationships:** Developing an organization that builds connections through empathetic and supportive relationships with children, families, staff, partners, and the community.
- 4) **Commitment:** Dedicated to providing excellent services for children and families; can be counted on to do our very best everyday.
- 5) **Effective Communication:** Communicating in an open, honest, respectful manner; listening to others; seeking common ground and a win-win outcome.
- 6) **Strong Work Ethic:** Acting with integrity to attain our organization's mission and core values.
- 7) **Opportunities Provided Supported, and Taken Advantage of continuous** process of improvement that fosters progressive, forward-thinking approaches and best practices.
- 8) **Teamwork:** Working together in a cooperative manner for the good of all; striving to meet mutual goals through sharing, finding solutions together, helping and supporting one another.

Stanislaus County Office of Education
Operating Principles

- **Ethical Behavior is Key to our Success:**
We will behave with integrity, honesty, humility and courage.
- **Customers are Part of OUR TEAM:**
Customers include families, school district personnel, community partners, and SCOE employees. We will maintain an environment in which to share ideas and work cooperatively. We will listen to our customers' needs as we collaboratively develop services and solutions.
- **QUALITY IS ESSENTIAL:**
Quality is determined by the customer who uses the programs and services, and we consider everyone with whom we interact a customer. We will continually improve our programs and services by determining customer needs and responding to customer feedback and suggestions.
- **DECISIONS ARE MADE AT THE MOST APPROPRIATE ORGANIZATIONAL LEVEL:**
Management will determine the most appropriate level for resolution of issues. Management's decisions will include input from employees, consultants, providers, provider assistants, and volunteers who will be impacted by proposed changes as early in the decision-making process as possible.
- **EVERYONE PLAYS AN INTEGRAL PART IN OUR ORGANIZATION:**
Everything an employee, consultant and volunteer does affects our organization. We will hold ourselves accountable to accomplish what we have been hired to do. We will behave as ambassadors of SCOE and respect every person and role within the organization.
- **CHALLENGES ARE ADDRESSED FROM A SYSTEMS APPROACH:**
When seeking to address and resolve challenges, we will focus on processes and systems using SCOE policies, protocols, and operating principles.
- **WE MANAGE OUR WORK BY FACTS:**
To inspire trust, to seek mutual benefit, and to act in the best interest of those we serve, we rely on data. We will gather, analyze, and act on data about SCOE's services, products, and programs
- **EMPLOYEES, CONSULTANTS, CONTRACTED PROVIDERS, PROVIDER ASSISTANTS, AND VOLUNTEERS ARE MOST EFFECTIVE WHEN THEY HAVE AS MUCH INFORMATION AS POSSIBLE ABOUT THEIR WORK AND THE ORGANIZATION:**
Managers will provide employees, consultants, providers, provider assistants, and volunteers with sufficient background knowledge to fully understand their role and to accurately represent SCOE's broader mission in the community.
- **CONSULTANTS, CONTRACTED PROVIDERS, PROVIDER ASSISTANTS, AND VOLUNTEERS ARE ACKNOWLEDGED FOR THEIR CONTRIBUTIONS TO THE ORGANIZATION:**
We will all accept and give praise to acknowledge individual accomplishments as well as celebrate shared successes.
- **THE ORGANIZATION RECOGNIZES THAT EMPLOYEES, CONSULTANTS, CONTRACTED PROVIDERS, PROVIDER ASSISTANTS, AND VOLUNTEERS MUST EFFECTIVELY MANAGE MULTIPLE RESPONSIBILITIES AT WORK, AT HOME, AND IN THE COMMUNITY:**
The organization realizes that to be effective at work, employees, consultants, contracted providers and volunteers must maintain a healthy balance in their duties at home, work and community. We will respect other's efforts to effectively manage multiple responsibilities. Supervisors will support employee, consultant and volunteers' request for flexibility when feasible and appropriate.

Beliefs

- Every person is unique and has worth.
- People deserve to be treated with dignity and respect.
- People have a right to be physically and emotionally safe.
- Human potential is unlimited.
- Individuals are members of the global community.
- People are responsible for the choices they make.
- Skills for coping with change can be learned.
- Creativity and problem solving are important components of learning.
- Self-esteem affects learning.
- Learning is a lifelong pursuit.
- Cultural diversity offers learning opportunities for the community.
- People are influenced by role models.
- Family is the primary influence in the development of a child.
- Education creates opportunities for every child.
- Education is the shared responsibility of home, school, and community.
- Integrity and ethical behavior are paramount in every decision.
- Maintaining quality requires continuous improvement and teamwork.
- Excellence is worth the effort.

Head Start Performance Standards, Standards of Conduct: 1302.90 (e) (1) (i), (ii) (A-I), (iii), (iv) (v) and (2)

- (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:
- (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
 - (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child's mouth;
 - (D) Use or withhold food as a punishment or reward;
 - (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;

- (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
 - (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,
 - (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
- (2) Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

CONSEQUENCES OF VIOLATING THE SCOE, CFS and CCMHS Standards of Conduct

SCOE, CFS and CCMHS staff violating these Standards of Conduct as outlined in the SCOE Personnel Policies and the CSEA Agreement will be subject to disciplinary action.

SCOE, CFS and CCMHS consultants violating these Standards of Conduct as outlined in the SCOE Personnel Policies may have their contract revoked.

SCOE, CFS and CCMHS volunteers violating these Standards of Conduct as outlined in the SCOE Personnel Policies will not be allowed to enter the premises.

SCOE CFS and CCMHS contracted providers or provider assistants violating these Standards of Conduct as outlined in the SCOE Personnel Policies may have their contract revoked.

EHS/RHS PC Approval Date: 12-18-2018
MSHS/MEHS PC Approval Date: 12-13-2018

EHS/RHS GB Approval Date: 12-18-2018
MHS GB Approval Date: 12-19-2018

SCOE, CFS and CCMHS Standards of Conduct
CERTIFICATION FORM

In order to ensure that this SCOE, CFS and CCMHS Standards of Conduct permeate throughout the organization as well as the communities we serve, we recognize that we must treat those to whom we have obligations in an ethical manner. Thus, we make the following commitments:

For our staff:

We are committed to honesty and just management, providing a safe and healthy environment, and respecting the dignity due to everyone.

For our SCOE, CFS and CCMHS families:

We are committed to providing quality services and treating each one in an equitable manner. We are committed to preparing children for success in school and helping families become self-reliant.

For our Governing Body and Policy Council members: We are committed to pursuing sound business practices and exercising prudence in the use of our resources (both monetary and human).

This form must be completed by all staff, consultants, volunteers, independent contractor or contracted provider working with CCMHS, Stanislaus County Office of Education, Child & Family Services.

I _____, holding the position of
 Employee Consultant Volunteer or Contracted Provider or Assistant of Contracted Provider

in the Family Child Care Home Education Network (FCCHEN) Early Head Start Partnership (EHS CCP) Provider Home, SCOE CFS certify that I have read or had explained to me, and understand the SCOE CFS Standards of Conduct. I am to carry out these responsibilities and understand the consequences of violating this policy.

I understand that this document shall be placed either in my personnel, consultant, volunteer, independent contractor or provider contract file.

Signed _____
 Provider's Printed Name Signature Date

 Assistant of Provider Printed Name Signature Date

 SCOE Management Printed Name Signature Date



ACTIVE CHILD SUPERVISION TRAINING & TEST FCCHEN/EHS CCP

STEP 1: ACTIVE CHILD SUPERVISION TRAINING VIDEO

Visit: <https://www.findchildcarestanislaus.org/gofcchenhousekeeping>

Scroll down and watch the Active Child Supervision Video

Record questions (Provider and/or Program staff will answer any of your questions):



STEP 2: COMPLETE TEST

- 1) The purpose of the Active Supervision plan is to ensure all children are visually supervised at all times.
 - a. True
 - b. False
- 2) I must review the following before I start working in a Family Child Care Home
 - a. Active Supervision Plan to include the site zoning plan
 - b. Daily Routine
 - c. Child allergies/medications/health concerns
 - d. Emergency Disaster Plan (LIC610A)
 - e. Sign in/out procedure
 - f. Location of emergency contact information
 - g. Standards of Ethical Conduct
 - h. All of the above
- 3) Active supervision is everyone's responsibility
 - a. True
 - b. False
- 4) In order to release a child at the end of the day with a person who is picking up the child for the first time or an unfamiliar adult, the person must be an authorized adult with picture identification.
 - a. True
 - b. False
- 5) The child supervision plan must be easily accessible and available for review.
 - a. True
 - b. False
- 6) When arriving and leaving the center parents must _____ the gate, _____ the door, and put away their cell phone.

Assistant Name _____

Assistant Signature _____

Date _____

Provider Name _____

Provider Signature _____

Date _____



BLOOD BORNE PATHOGENS KNOWLEDGE CHECK FCCHEN/EHS CCP

Name: _____

Date: _____

STEP 1: Review Blood Borne Pathogens Handout

Record questions (Program staff will call to answer questions):

Blood Borne Pathogens Blood borne pathogens are microorganisms that can be transmitted from one person to another through contact with their blood. This document is for informational purposes only. It is not intended to be used as a substitute for professional advice.	Diseases associated with Blood Borne Pathogens • HIV • Hepatitis B • Hepatitis C • Syphilis • Chagas Disease • West Nile Virus • Dengue • Zika
Transmission • Direct contact with blood • Contact with open wounds • Contact with mucous membranes • Contact with contaminated needles or syringes • Contact with contaminated sharps • Contact with contaminated surfaces • Contact with contaminated equipment	Preventing Exposure • Avoid contact with blood • Use proper hand hygiene • Use personal protective equipment (PPE) • Clean and disinfect surfaces • Dispose of sharps properly • Use engineering controls • Use administrative controls
OSHA Bloodborne Pathogen Standard • 29 CFR 1910.103 • 29 CFR 1910.104 • 29 CFR 1910.105 • 29 CFR 1910.106 • 29 CFR 1910.107 • 29 CFR 1910.108 • 29 CFR 1910.109 • 29 CFR 1910.110 • 29 CFR 1910.111 • 29 CFR 1910.112 • 29 CFR 1910.113 • 29 CFR 1910.114 • 29 CFR 1910.115 • 29 CFR 1910.116 • 29 CFR 1910.117 • 29 CFR 1910.118 • 29 CFR 1910.119 • 29 CFR 1910.120	in Case of Exposure • Report the exposure • Seek medical attention • Get tested for bloodborne pathogens • Follow up with your healthcare provider • Report the exposure to your supervisor • Document the exposure

STEP 2: Complete Knowledge Check

- 1) After assisting students with toileting, I do not need to wash my hands. True or False
- 2) I should wear gloves every single time I perform a task that exposes me to the body fluids of another person, including cleaning or diapering a child who has diarrhea. True or False
- 3) Sharing razors and toothbrushes is safe, as long as I rinse them first. True or False
- 4) I can get Hepatitis B or HIV by merely working in the same room with an infected individual. True or False
- 5) Universal Precautions requires that you consider every person/all blood to be potentially infectious. True or False
- 6) Wearing gloves is a good substitute for hand washing. True or False
- 7) Special considerations have to be taken when cleaning up blood spills. True or False
- 8) A human bite that doesn't break the skin is considered a BBP exposure. True or False

STEP 3: RETURN this completed form to our office:

Stanislaus County Office of Education
 Child & Family Services
 1325 H Street Modesto, CA 95354

BLOOD BORNE PATHOGENS HANDOUT

FCCHEN/EHS CCP

Blood Borne Pathogens

Blood and other potentially infectious bodily fluids pose a serious threat to anyone exposed to them. Blood Borne pathogen accidents can and do happen.

These slides will cover the Blood Borne Pathogens Standard (BBP) and practical information on the various diseases associated with Blood Borne pathogens.

Reducing Exposure

- All blood & body fluids considered infectious
- Exposure control plan
- Wash hands immediately
- Keep hands away from
 - Eyes
 - Nose
 - Mouth
- Clean up as soon as possible
- Pick up broken glass with broom and dust pan
- Don't tramp trash with hands or feet
- Specially marked containers
- Contaminated laundry
- Regularly inspect/disinfect bins and trashcans
- Do not share razors, toothbrushes, etc.

Diseases associated with Blood Borne Pathogens

- **Hepatitis B Virus (HBV)**
 - NO symptoms
 - Attacks Liver
 - Vaccine available
 - Treatment available
- **Hepatitis C Virus (HCV)**
 - No symptoms
 - No Vaccine
 - Attacks liver
 - Treatment available
- **Human Immunodeficiency Virus (HIV)**
 - Attacks Immune System
 - No Vaccine
 - No Cure
 - Can develop into AIDS

PPE

Personal Protective Equipment

Types of PPE

- *Gloves
- *Aprons
- *Masks
- *Face shields
- *Protective eyewear
- *Resuscitation & other ventilation devices

PPE Usage

Make sure items fit correctly (snugly)

Always check for damage

Always wear disposable gloves to cover up cuts, abrasions and broken skin

Wearing gloves IS NOT a substitute for washing hands

Transmission

- Universal Precautions (All blood should be treated as contagious)
- Contacting contaminated blood
- Contacting body fluids containing visible blood
- Unprotected sex
- Sharing needles
- From mother to child before or during birth
- Cut by sharp contaminated object

In Case of Exposure

In Case of Exposure

- Don't Panic
- Immediately wash hands with water and soap
- Report incident to appropriate person
- Receive post-exposure evaluation, counseling, treatment

SCOE's Resources

- SCOE's Blood Borne Pathogen Plan can be found at:
 - The Stanislaus County Office of Education Website: Human Resources, Safety Services, Safety Programs (Blood Borne Pathogens Plan)