

## Attachment 2c: Template CCDF Corrective Action Plan(s)

Prepare a CAP for each CAP category, as described in Column 1, Attachment 1 of the conditional approval letter issued by ACF (e.g., Disaster Preparedness CAP)

Date developed:

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Consumer and Provider Education (45 CFR 98.33)	2.3.7 Lead Agencies are required to post monitoring and inspection reports	September 30, 2019	Step 1 MDE will send LARA a copy of the CAP letter that outlines the expectation that this be completed by September 30, 2019.	Lisa Brewer Walraven	February 2019 – March 2019	NA
			Step 2 MDE and LARA will continue to work with TA to identify a format for posting a summary of the monitoring and inspection reports, along with any applicable CAPs.	Lisa Brewer Walraven/Ursula Hines	February 2019 – September 2019	NA
			Step 3	Mark Jansen	February 2019 – September 2019	Getting this work prioritized and

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			LARA continue to work with DTMB on technology needs for the posting of the summary (along with the inspection report) and CAPs.			completed timely by DTMB.
			Step 4 LARA to create summary page and train area managers and licensing staff on its use, including timeline for implementation.	Mark Jansen	July 2019 – September 2019	NA
			Step 5 Information available on via the MiKidsMatter website.	Lisa Brewer Walraven/Ursula Hines	July 2019 – September 2019	NA
Consumer and Provider Education (45 CFR 98.33)	2.3.8 Aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have		Step 1 MDE will send LARA a copy of the CAP letter that outlines the expectation that this be	Lisa Brewer Walraven	February 2019 – March 2019	NA

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	occurred in child care settings		completed by September 30, 2019.			
			Step 2 MDE and LARA will continue to work with TA to identify a format for posting the aggregate data.	Lisa Brewer Walraven/Ursula Hines	February 2019 – September 2019	NA
			Step 3 MDE and LARA agree to serious injury and substantiated cases of child abuse definitions for posting.	Lisa Brewer Walraven/Ursula Hines	February 2019 – September 2019	NA
			Step 4 Information available on via the MiKidsMatter website.	Lisa Brewer Walraven/Ursula Hines	July 2019 – September 2019	NA

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Equal Access (45 CFR 98.45)	<p>4.5.1 Certify by describing the payment practices that the Lead Agency has implemented for all CCDF child care providers</p> <p>b. To the extent practicable, support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by: (Note: the Lead Agency</p>	March 2019	<p>Step 1</p> <p>Participate in a conference call with the Region V office to gather more information on what is needed for compliance. (Note: after call with Region V staff and Central Office staff it was determined that 4.5.1b did not need a CAP. 4.5.1ci will have CAP and 4.5.1cii requires updated language in the Michigan CCDF State Plan.)</p>	Lisa Brewer Walraven/Christina Jeter/Ben Carmody	February 2019 – February 2019	NA

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	is to choose at least one of the following and describe): Paying based on a child's enrollment rather than attendance; Providing full payment if a child attends at least 85 percent of the authorized time; Providing full payment if a child is absent for five or fewer days in a month; Use an alternative approach for		Step 2 Policy developed for rate structure change (4.5.1ci).	Ben Carmody	Completed.	

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	<p>which the Lead Agency provides a justification in its Plan (if chosen, please describe the policy or procedure and the Lead Agency's justification for this approach).</p> <p>c. The Lead Agency's payment practices reflect generally accepted payment practices of child care providers who serve</p>		<p>Step 3 Technology changes for Bridges and IBilling to implement bi-weekly block reimbursement rate structure change on March 2, 2019 (Pay Period 905 for the weeks of 2/17/2019 – 3/2/2019).</p>	Christina Jeter	January 2019 – March 2019	Failure of Bridges or IBilling release due to technical issues.

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	children who do not receive CCDF subsidies. These payment practices must include the following two practices unless the Lead Agency provides evidence that such practices are not generally accepted in its state. i. Paying on a part-time or full-time basis (rather than paying for hours of service or smaller		Step 4 Release of updated policy along with updated Child Development and Care handbook. This includes updating language in Michigan CCDF State Plan for 4.5.1ci to reflect payment structure change and 4.5.1cii to clarify language around registration fees.	Ben Carmody	March 2019 – April 2019	

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	<p>increments of time). Describe the policy or procedure and include a definition of the time increments (e.g., part-time, full-time).</p> <p>ii. Paying for reasonable mandatory registration fees that the provider charges to private-paying parents. Describe the policy or procedure.</p>		<p>Step 5 Implementation of new bi-weekly block reimbursement payment structure and notification to providers about this change.</p>	Ben Carmody	February 2019 – March 2019	Failure of Bridges or IBilling release due to technical issues.



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Health and Safety Requirements – Standards (45 CFR 98.41)	<p>5.2.2 Health and safety standards for CCDF providers</p> <p>a. To certify, describe how the following health and safety standards for programs serving children receiving CCDF assistance are defined and established on the required topics.</p>	September 30, 2019	<p>Step 1</p> <p>Participate in a conference call with the Region V office to gather more information on what is needed for compliance in the specific areas.</p>	Lisa Brewer Walraven/Robin Zeiter	February 2019	

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	<p>2. Prevention of sudden infant death syndrome and the use of safe-sleep practices.</p> <p>6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.</p> <p>7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T Stafford</p>		<p>Step 2 MDE will send LARA a copy of the CAP letter that outlines the expectation that this be completed by September 30, 2019.</p> <p>Step 3 Complete revisions in the Michigan CCDF State Plan to address inconsistencies in addressing all components for 5.2.2a2, 5.2.2a6, 5.2.2a7, 5.2.2a10, 5.2.2a11 and submit to the OCC. (Note: Revisions include adjusting the expected timeframe for</p>	<p>Lisa Brewer Walraven</p> <p>Robin Zeiter</p>	<p>February 2019 – March 2019</p> <p>February 2019 – February 2019</p>	

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	Disaster Relief and Emergency Assistance Act (42 U.S.C.5195a(a)(1)). Emergency preparedness and responses planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and		Michigan's child care licensing rules to be promulgated to Fall 2019.)			

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	lockdown; staff and volunteer training and practice drills; communications and reunifications with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. 10. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification. 11. Recognition and reporting of child abuse and neglect.		Step 4 Michigan to change child care licensing rules to include health and safety training requirements as indicated.  Step 5 Amendment to Michigan CCDF State Plan to indicate promulgation of rules.	Mark Jansen          Ben Carmody	February 2019 – September 2019          September 2019	Legislative action necessary to promulgate rules continues to be delayed.

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Health and Safety Requirements – Training (45 CFR 98.44)	5.2.5 Describe the ongoing health and safety training for CCDF providers by category of care (i.e. center, FCC, in-home) and licensing status (i.e. licensed, licensed-exempt). 1. Prevention and control of infectious diseases (including immunization)	September 30, 2019	Step 1 Participate in a conference call with the Region V office to gather more information on what is needed for compliance in the specific areas.	Lisa Brewer Walraven/Robin Zeiter	February 2019	

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	2. Prevention of sudden death infant syndrome and the use of safe-sleep practices 3. Administration of medication, consistent with standards for parental consent 4. Prevention of and response to emergencies due to food and allergic reactions		Step 2 MDE will send LARA a copy of the CAP letter that outlines the expectation that this be completed by September 30, 2019.	Lisa Brewer Walraven	February 2019 - March 2019	

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	5. Building and physical premises safety, including the identification of and protection from hazard that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic 6. Prevention of shaken baby syndrome, abusive		Step 3 Update language in the Michigan CCDF State Plan to reflect ongoing training requirements to be added to child care licensing rules and policy for license exempt providers.	Ben Carmody	February 2019	

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	head trauma, and child maltreatment 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event 8. Handling and storage of hazardous materials and the appropriate		Step 4 MDE to collaborate with LARA to include required child care rule changes to ensure ongoing health and safety training requirement is in place.	Mark Jansen	February 2019 – September 2019	Legislative action necessary to promulgate rules continues to be delayed.



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	disposal of bio-contaminants 9. Appropriate precautions in transporting children 10. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification 11. Recognition and reporting of child abuse and neglect 12. Child Development		Step 5 Amendment to Michigan CCDF State Plan to indicate promulgation of child care licensing rules and policy changes for license exempt providers.	Ben Carmody	September 2019	