
EVALUATOR MANUAL TRANSMITTAL SHEET

<p><u>Distribution:</u></p> <p><input checked="" type="checkbox"/> All Child Care Evaluator Manual Holders <input type="checkbox"/> All Residential Care Evaluator Manual Holders <input type="checkbox"/> All Evaluator Manual Holders</p>	<p><u>Transmittal No.</u> 15CCC-01</p> <hr/> <p><u>Date Issued</u> May 2015</p>
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Subject:

CHILD CARE CENTERS
Regulation Interpretations and Procedures
Plan of Operation – Describes requirement for Incidental Medical Services provided to children in care to be included in Plan of Operation

Reason for Change:

Add Section 101173 – Plan of Operation

Filing Instructions:

REMOVE: page i
 page 25

INSERT: page i
 page 25 and page 25.1

Approved:

Signed by Shanice Boyette

5/14/2015

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Date

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CHILD CARE CENTERS**TABLE OF CONTENTS****ARTICLE 1 GENERAL REQUIREMENTS AND DEFINITIONS**

General.....	101151
Definitions.....	101152

ARTICLE 2 LICENSING

Operation without a License	101157
Exemption from Licensure	101158
Limitations on Capacity and Ambulatory Status	101161

ARTICLE 3 APPLICATION PROCEDURES

Application for License.....	101169
Criminal Record Clearance.....	101170
Criminal Record Exemptions.....	101170.1
Fire Clearance	101171
Water Supply Clearance	101172
Plan of Operation	101173
Disaster and Mass Casualty Plan	101174
Waivers and Exceptions for Program Flexibility.....	101175
Capacity Determination	101179
Withdrawal of Application	101180
Provisional License.....	101181
Issuance/Term of a License	101182
Conditions for Forfeiture of a Child Care Center License.....	101186
Application/Annual Fees	101187

ARTICLE 4 ENFORCEMENT PROVISIONS

Deficiencies in Compliance	101193
Follow-up Visits to Determine Compliance	101194
Penalties	101195
Review of Licensing Decisions	101196
Inspection Authority of the Department	101200
Evaluation Visits.....	101201

101173 PLAN OF OPERATION**101173**

(c) Proposed changes to Plan of Operation that affects services to children

POLICY

A facility that chooses to provide **Incidental Medical Services** to children in care shall identify those services in their Plan of Operation. A new applicant that chooses to provide Incidental Medical Services shall submit the information at the point of application. Currently licensed facilities shall submit the proposed change via a revised written plan of operation. The plan shall describe the facility's policies and procedures that ensure the proper safeguards are in place.

Topics to be covered include but are not limited to:

- Types of incidental medical services to be provided
- Records to be obtained and maintained, such as, Parental/Authorized representative permission to provide the incidental medical service; written instructions from the child's physician; verification of staff training; records of medication/service provided.
- Storage requirements, including equipment and supplies
- Training requirements, including how to administer medication/service; use and maintenance of required equipment/supplies; what to do in emergencies; who will provide the training to staff or licensee.
- Staffing requirements, including number of trained staff that will be available when children needing specified incidental medical services are in care; plan for field trips away from facility to ensure services are not interrupted.
- Plan for ensuring proper safety precautions are in place, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
- Plan for transporting medication, equipment, and supplies with child(ren) to ensure incidental medical services are not interrupted, when there is a disaster that requires relocation of children from the facility.
- Explain how parents/authorized representatives will be informed of each occurrence of incidental medical service to their child.
- Reporting requirements to Department of Social Services including serious incidents, as well as, changes in Plan of Operation that affect children and timeframes for reporting to the Licensing Office.

(Please also see Regulation Interpretations and Procedures for Health Related Services, Section 101226.)

101173 PLAN OF OPERATION (Continued)**101173****PROCEDURE****Revised Plan of Operation for Incidental Medical Services**

If during a facility inspection, the facility is found to be providing Incidental Medical Services that are not covered in its current plan of operation, cite California Code of Regulations, Title 22, Section 101173(d): “The child care center shall operate in accordance with the terms specified in the plan of operation.” Require submission of a revised plan of operation as the plan of correction.

While conducting the inspection, check to ensure the facility meets the requirements for providing incidental medical services by reviewing the storage of medication and equipment/supplies, checking the records of the individual children being provided the service for required documentation, interviewing staff and checking staff records for written verification of training, and ensuring that at least one trained staff member is available to provide the service needed. If violations are found, cite the appropriate law or regulation. Please see Regulation Interpretations and Procedures for Health Related Services, Section 101226 for specific requirements.

Include the statement referred to below on the Field Evaluation Report (LIC 809).

Review of the Plan of Operation:

Upon receipt of any Plan of Operation that includes Incidental Medical Services (including at the point of application), review the plan to ensure it meets requirements established in law and regulation. In addition to California Code of Regulations, Title 22, Section 101226, please see Regulation Interpretations and Procedures for Health Related Services, Section 101226, for specific requirements.

Document the review of the Plan of Operation on a Detailed Supportive (LIC 812) form. For tracking purposes in the Field Automation System, name the document “IMS-PO” (IMS-PO stands for Incidental Medical Services Plan of Operation.) Save the form in the Field Automation System and file a hard copy in the facility file.

At the next facility inspection, check to ensure the facility is operating in accordance with its revised plan of operation. This inspection shall include, but is not limited to, reviewing the storage of medication and equipment/supplies, checking the records of the individual children being provided the service for required documentation, interviewing staff and checking staff records for written verification of training, and ensuring that at least one trained staff member is available to provide the service needed, when applicable.

Include the following statement in the narrative section of the Facility Evaluation Report (LIC 809): “This facility provides Incidental Medical Services – IMS. LPA reviewed storage of medication and equipment/supplies, and reviewed children’s, personnel, and administrative records.”