

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|--|---|
| <p>Trainers are required to train twice a year? Does co-training count as ½?</p> | <p>Co-training requires that both trainers be present for the entire training. The trainers need to split the class for the purpose of the roster. Each trainer should sign their own training roster and the associated training certificates. Each trainer will be credited for a full training.</p> |
| <p>About the co-training, in my case, I am a Registrar and I train H&S in Spanish, but it is once a year as we do not have many people. I can co-train in English the only thing is I cannot do it the 3 entire days due to my registrar work, is that possible?</p> | <p>Each trainer must train or co-train the full curriculum at least twice per year. "Co-training" requires that both trainers be present for the entire training (see above).</p> <p>You could also "Share" the training with another trainer and each trainer would not need to be present while the other trains, but all six modules would need to be covered twice in a year. Only one trainer (primary) would receive credit for the training and their name would be the one on the roster and certificates. The next time the other trainer would be the primary and should train the modules they didn't train the last time. The new primary's name should go on the roster and certificates.</p> <p>Rural or Spanish H&S trainers who do not offer the training enough to meet this requirement will have their situation reviewed on a case-by-case basis.</p> |
| <p>Is the curriculum translated in Spanish?</p> | <p>The curriculum is in the process of being translated and we will let all approved Spanish trainers know as soon as the curriculum has been posted to the trainer portion of the PDP website.</p> |
| <p>Will we get a copy of the PowerPoint?</p> | <p>Yes, it has been posted to www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hstrainer.shtm</p> |
| <p>If a trainer cannot make it on the nights scheduled for training, can another trainer conduct the training and the main trainer sign off on complete training? Or is it better that the trainer</p> | <p>It's fine to have another certified H&S trainer take over the class in the absence of the scheduled trainer. Only one trainer (primary) would get credit for the training. The primary trainer would sign the training roster and training certificates. If a substitute was used it should be noted in the "Comments" field on the roster.</p> |

**HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS**

April 25,
2014

Question

Answer

April 29

| | |
|---|---|
| reschedules? | |
| Do employer and on-site providers, both, get rebates? | The person who is the main caregiver is the person required to take H&S. Going forward after May 1 st the person who's the main caregiver must be the licensee and they will get the rebate. |
| We schedule classes quarterly so 60 day make up is a problem for participants who miss one part. Any waivers? | In this case, the trainer can reschedule to work one-on-one with the individual who missed the material within the 60 day timeframe. |
| Can we get the "safety checklist" today? Or next week? | Yes, it has been posted to www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hstrainer.shtm within the Module 2 Handouts. |
| Is this webinar going to be available to print as a paper copy? | Yes, it has been posted to www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hstrainer.shtm |
| Will we get a certificate for documentation? | No, not for the webinar. |
| Will the website be updated with active H&S trainers, particularly those who attended these webinars? | The trainers listed under "Find a Trainer" on the website are considered active. Any changes to a trainer's status made by our office are automatically reflected on the website. If you believe there are errors, please contact us. |
| Will we receive a copy of this presentation via email after this webinar? | The full webinar has been posted to www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hstrainer.shtm |
| Will the safety checklist in module 2 be available in Spanish? | Yes |
| When is the next TOT? | The next Training of the Trainer will be held in NYC the 3rd quarter of 2014. |
| When will the regulations and the videos be available in different | The Spanish materials are in the process of being translated and we will let all approved Spanish trainers |

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|---|--|
| languages? | know when the curriculum has been posted to the trainer portion of the PDP website. |
| How are the tests different in this new curriculum? | The tests have been revised to remove questions that caused confusion. |
| Can nannies or parents complete the 15 hour course? | No, this training is for individuals currently registered or licensed or in the process of becoming registered or licensed with NYS OCFS as a Family or Group Family Child Care Provider. |
| Can we continue to fax over rosters? | Yes, our fax number is (518) 472-5140. |
| How about the policies are they going to be changed as well? | In most cases, the regulations incorporate the information that was previously covered by OCFS policy statements though the policy statements continue to be available on the OCFS website. |
| Why aren't the licensors and registrars well versed in health and safety? | PDP offers a "Health and Safety for Regulator's" course for licensors and registrars. Regulators receive many other trainings that touch upon health and safety related regulations including the training institute that all new licensors and registrars complete. |
| Are the revised regulations available in Spanish? | Yes, the revised OCFS regulations can be found on the OCFS website - http://ocfs.ny.gov/main/childcare/daycare_regs.asp . |
| Should we forward H&S rosters to Aspire in addition to PDP? | No, the Health and Safety rosters must be submitted to PDP via email healthandsafety@albany.edu or fax (518) 472-5140 |
| Were the policy statements incorporated in the regulatory changes? | In most cases, the regulations incorporate the information that was previously covered by OCFS policy statements though the policy statements continue to be available on the OCFS website. |
| Sometimes I hear people saying | Once Health and Safety has been taken, it does not need |

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|---|--|
| <p>"My health and safety has expired..." or "my licensors says my H and S has expired". They are existing, already-operating programs. What would this mean? Do some licensors think it has to be re-taken?</p> | <p>to be repeated unless it was taken more than two years prior to initial licensing or registration and that initial licensing or registration never was finalized. This should not be confused with the requirement that providers must take 30 hours of training in the nine required topic areas every two years. A licensor or registrar could also mandate that Health and Safety be repeated to comply with a corrective action plan.</p> |
| <p>Sometimes we have people from school-age programs or centers who want to take it. May they take the course for the 15 hours of training?</p> | <p>No. The regulations for other modalities of care are different. This course is specifically for current or prospective caregivers in a NYS OCFS regulated Family or Group Family Child Care.</p> |
| <p>Could you get to my question regarding others in the community taking it? I don't understand why someone needs to be affiliated... or have an App or license #. What if they just want the knowledge? Must we turn them down?</p> | <p>This course is specifically for current or prospective caregivers in a NYS OCFS regulated Family or Group Family Child Care.</p> |
| <p>If it's OK for someone in School-age to take it, then why can't someone in the community take it, regardless if they are employed? I've had people from other countries take it, just to learn for a program in their own country.</p> | <p>The regulations for other modalities of care are different. This course is specifically for current or prospective caregivers in a NYS OCFS regulated Family or Group Family Child Care.</p> |
| <p>Regarding having an application #, sometimes the provider-to-be and her sister/mother/friend (assistant-to-be) will come to class together. May they both list the same App # since they plan to work together?</p> | <p>Yes</p> |
| <p></p> | <p></p> |

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|---|---|
| <p>How will we be training without the Spanish versions?</p> | <p>The Spanish Training can continue to be delivered with the old materials. The change chart is posted to the trainer site - http://www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hstrainer.shtm. The Spanish Trainers must identify the areas of change while using the older version of materials.</p> |
| <p>I came in late into webinar, came at the part where she was talking about throwing away the handbook, what will we receive? Also, for Spanish speaking participants, will the PowerPoints be in Spanish?</p> | <p>The Provider Handbooks will no longer be used. Each participant must receive a copy of the regulations (413, 416 and 417) as well as a set of Participant Materials. The PowerPoint will be translated with the rest of the materials.</p> |
| <p>What set of materials will we give to participants?</p> | <p>Each participant must receive a copy of the regulations (413, 416 and 417) as well as a set of Handouts and class exercises. All of these components are in the Participant Materials.</p> |
| <p>For those providers that obtain a license, will it be good for 4 years or just two years?</p> | <p>From the OCFS regulations: 417.15(a)(11) The effective period of the initial registration for a family day care home will be up to two years so long as the registrant remains in compliance with applicable laws and regulations during such periods. Each subsequent registration will be effective for a period up to four years so long as the registrant remains in compliance with applicable laws and regulations during such periods.</p> <p>416.15(a)(11) The effective period of the initial license for a group family day care home will be up to two years so long as the licensee remains in compliance with applicable laws and regulations during such periods. Each subsequent license will be effective for a period up to four years so long as the licensee remains in compliance with applicable laws and regulations during such periods.</p> |
| <p>If a person closed and then</p> | <p>No H&S is only required once. It still wouldn't hurt for this</p> |

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|---|--|
| <p>reopened within two years, would they have to take the 30 Hours?</p> | <p>question to be posed to the provider's licensor or registrar should the situation arise.</p> |
| <p>It was stated that 'No Waiver' will be used, is there automatic approval for the Asthma Pump, Nebulizer and Epi Pen?</p> | <p>See the Administration of Medication regulations (416/417.11). The emergency medication waiver is no longer in use and the regulations cover the requirements needed to administer epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers. This is now included in the Health Care Plan.</p> |
| <p>For Roster purposes, if an individual wishes a position in child care, and does not have a provider or registration number and wants to have the training and is informed of the regulation pertaining to this, can they still take the training if they wish?</p> | <p>This course is specifically for current or prospective caregivers in a NYS OCFS regulated Family or Group Family Child Care. They must have an application number, license number or registration number.</p> |
| <p>Are videos embedded in the Power Point online?</p> | <p>Not at this time. The videos are all posted in the trainer portion of our website and can be accessed directly from the website during training - www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hs_trainer.shtm.</p> |
| <p>If a person has a Group Family Day Care & a CDA and wishes to open another Day Care on the second floor, can they do this?</p> | <p>See the OCFS regulations: 416.15 Management and Administration (a) General licensing requirements.(4) Under no circumstances will a group family day care licensee or family day care registrant be permitted to hold more than one group family day care license or a family day care registration simultaneously. However, nothing contained herein shall prohibit the continued operations of programs already licensed or registered prior to the effective date of these regulations, unless the license or registration of the home is revoked, terminated or suspended pursuant to the procedures set forth in section 413.3 of this article.</p> |

**HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS**

April 25,
2014

Question

Answer

April 29

| | |
|--|---|
| | <p>(7) Under no circumstances may there be more than one licensed or registered child day care program in any one dwelling unit in a personal residence. However, nothing contained herein shall prohibit the continued operation of more than one licensed or registered family or group family day care home in a personal residence where all such homes in the personal residence were licensed or registered prior to March 1, 2002, unless the license or registration of the home is revoked, terminated or suspended pursuant to the procedures set forth in section 413.3 of this Article.</p> |
| <p>Will there be a new Participant Manual?</p> | <p>Yes. The Participant Materials are posted on the website - www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hs_trainer.shtm.</p> |
| <p>What if they change modality or move after 2 years? Will they still be able to use the Health & Safety certificate they received more than 2 years prior?</p> | <p>Yes. As long as they became licensed or registered within two years of taking the training.</p> |
| <p>Can we just list the Providers license number when we train their asst.?</p> | <p>Yes</p> |
| <p>Can a center based provider take it too?</p> | <p>No, the regulations for other modalities of care are different. This course is specifically for current or prospective caregivers in a NYS OCFS regulated Family or Group Family Child Care.</p> |
| <p>How many written tests will there be now 5 or 6?</p> | <p>There are written competency tests for Modules 1-4, 6 and 7 for a total of six. Module 5 competency is assessed through demonstrations.</p> |
| <p>We were told that as long as we train all of the modules we could train alone. I might train module 1</p> | <p>This is "Shared Training", not co-training. You can split the training but only one trainer will receive credit for the entire training. The primary trainer will sign the roster and</p> |

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|---|---|
| <p>2 and 3 and my co-trainer does 4, 5 and 6 then next time we do the opposite.</p> | <p>certificates.</p> |
| <p>How soon after implementation will the PDP administrative staff begin to visit trainers for H&S spot check reviews?</p> | <p>Immediately</p> |
| <p>Can trainers use a flip chart version of the power point as an alternative and or back up? If so, is this version already created for us to copy; included in the curriculum as separate guidelines?</p> | <p>Key PowerPoint slides should be replicated on a flip chart if the slides are not going to be used. The curriculum also makes suggestions for when to use flip charts throughout the training.</p> |
| <p>Does everyone present during training have to be there for the sole purpose of health and safety training or can they be present for training hours only?</p> | <p>Current licensed or registered Family or Group Family Child Care providers may take the Health and Safety course to obtain hours toward the 30 hours of training they need to take every two years. These participants must be included on the roster.</p> |
| <p>After May 1, we are not allowed to use the old material, correct? What if we haven't received the new curriculum?</p> | <p>Training in English must be completed using the new materials which are available on our website. The Spanish Training can continue to be delivered with the old materials. The change chart is posted to the trainer site - http://www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hstrainer.shtm. The Spanish Trainers must identify the areas of change while using the older version of materials.</p> |
| <p>Can the roster be email, instead of faxed?</p> | <p>Yes, the roster can be emailed to healthandsafety@albany.edu.</p> |
| <p>What about if the provider wants the assistant to take the training. Do we use the provider's reg. #</p> | <p>Yes</p> |
| <p>Will organizations receive in writing that we should not conduct the H&S Training in</p> | <p>Training in English must be completed using the new materials which are available on our website. The Spanish Training can continue to be delivered with the old</p> |

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|--|--|
| <p>English or Spanish until trainers receive the updated materials?</p> | <p>materials. The change chart is posted to the trainer site - http://www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hstrainer.shtm. The Spanish Trainers must identify the areas of change while using the older version of materials.</p> |
| <p>Can we combine students taking hrs. only with students who are there for the certification only?</p> | <p>Yes, this training is for individuals currently registered or licensed or in the process of becoming registered or licensed with NYS OCFS as a Family or Group Family Child Care Provider. All participants must be listed on the roster.</p> |
| <p>Can you talk a bit about bleach solutions? Some recent confusion has arised about the discouragement of their use.</p> | <p>See Appendix E of the OCFS Health Care Plan or Module 5 for the OCFS cleaning and sanitizing requirements and acceptable solutions. http://ocfs.ny.gov/main/documents/docsChildCare.asp</p> |
| <p>One of our licensors told a provider not to use bleach solution because she couldn't "prove" the ingredients within. Is this part of the new health care plan with EPA registered products?</p> | <p>See Appendix E of the OCFS Health Care Plan or Module 5 for the OCFS cleaning and sanitizing requirements and acceptable solutions. http://ocfs.ny.gov/main/documents/docsChildCare.asp</p> <p>The bleach must be labeled with 6-8.25% sodium hypochlorite.</p> |
| <p>How many hours of training is the new H&S curriculum?</p> | <p>The same as the previous curriculum, 15 hours plus testing and demonstration time.</p> |
| <p>Will we get a new "red" book...the regulator's reference guide?</p> | <p>No. Everyone should use the regulations available on the OCFS website.</p> |
| <p>With mod 4 being its own now, will there be another test?</p> | <p>Yes</p> |
| <p>Alternates may be required to take course if mandated by OCFS</p> | <p>The term "alternate" is no longer used in the regulations.</p> <p>417.14 Training</p> <p>(a) Before the Office issues an initial registration, the <u>person who will be the provider</u> must complete a</p> |

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|---|--|
| | <p>health and safety training course approved by the Office relating to the protection of the health and safety of children and must demonstrate basic competency with regard to health and safety standards. All health and safety training received after the application for a registration has been submitted, but prior to issuance of the registration, may be applied to the initial fifteen (15) hours of training required pursuant to section 417.14(d) of this Part. Health and safety training must be successfully completed once by an applicant or provider. If an applicant does not become licensed or registered within two years of successfully completing the health and safety training, the coursework must be repeated.</p> <p>(c) Each provider and assistant must complete a minimum of fifteen (15) hours of training during the first six months of licensure.</p> |
| <p>Do you ever plan to put H&S training together for centers?</p> | <p>Not at this time.</p> |
| <p>Would you put the assistances employers license or registration #.when they attend H&S?</p> | <p>Yes</p> |
| <p>What if they took H&S, became registered, closed for 3-4years and reopened? Would they have to take the H&S training over?</p> | <p>No, as long as they became initially licensed or registered within two years of taking the training.</p> |
| <p>I have day care programs that want all their staff trained in health and safety. Please tell me once again who is mandated to be trained. Teacher, Director and whom</p> | <p>This course is specifically for current or prospective caregivers in a NYS OCFS regulated Family or Group Family Child Care (not Day Care Centers or School Age Programs).</p> <p>416/417.14 Training</p> |

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|---|---|
| | <p>(a) Before the Office issues an initial registration, the <u>person who will be the provider</u> must complete a health and safety training course approved by the Office relating to the protection of the health and safety of children and must demonstrate basic competency with regard to health and safety standards.</p> |
| <p>With the addition of a new module are we adding an additional night to the H&S series?</p> | <p>No. The new module was existing information formerly contained in Module #6 Emergency Preparation and Response. Creating a new Module made sense because Food Safety didn't fit well in Emergency Preparation and Response.</p> |
| <p>I have a scheduled H&S for next week in Spanish, do I need to cancel?</p> | <p>The Spanish Training can continue to be delivered with the old materials. The change chart is posted to the trainer site - http://www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hstrainer.shtm. The Spanish Trainers must identify the areas of change while using the older version of materials.</p> |
| <p>Does a person that is an assistant and now will be an on-site provider, have to take the training again?</p> | <p>No</p> <p>417.14 Training</p> <p>(a) Before the Office issues an initial registration, the <u>person who will be the provider</u> must complete a health and safety training course approved by the Office relating to the protection of the health and safety of children and must demonstrate basic competency with regard to health and safety standards. All health and safety training received after the application for a registration has been submitted, but prior to issuance of the registration, may be applied to the initial fifteen (15) hours of training required pursuant to section 417.14(d) of this Part. Health and safety training must be successfully completed once by an applicant or provider. If an applicant does not become licensed or registered within two years of successfully</p> |

HEALTH AND SAFETY TRAINER WEBINARS
QUESTIONS AND ANSWERS

April 25,
2014

Question

Answer

April 29

| | |
|---|--|
| | <p>completing the health and safety training, the coursework must be repeated.</p> |
| <p>I have two GF assistants who are signed up for my class next week that were told by their licenser they needed to take the H&S class so they could be named a primary caregiver along with the owner of the GFDC, who is not at the house at all times. Were they told correctly? How should they be accounted for on the attendance/sign up roster I turn in at the completion of the course?</p> | <p>All individuals participating in the class must be listed on the roster with either their application number, registration number, or license number.</p> <p>417.14 Training</p> <p>(a) Before the Office issues an initial registration, the <u>person who will be the provider</u> must complete a health and safety training course approved by the Office relating to the protection of the health and safety of children and must demonstrate basic competency with regard to health and safety standards. All health and safety training received after the application for a registration has been submitted, but prior to issuance of the registration, may be applied to the initial fifteen (15) hours of training required pursuant to section 417.14(d) of this Part. Health and safety training must be successfully completed once by an applicant or provider. If an applicant does not become licensed or registered within two years of successfully completing the health and safety training, the coursework must be repeated.</p> |
| <p>Can a Health & Safety participant apply for EIP to pay for the training?</p> | <p>Current Family or Group Family caregivers may apply for EIP to help cover the cost of the Health and Safety Training - http://www.ecetp.pdp.albany.edu/apply.shtm.</p> |