

# Child Care Licensing

Idaho Department of Health & Welfare Division of Family and Community Services

## New Employee Tracking Form

Child Care Licensing has developed a new tracking form. The new form is in response to information needed to meet federal funding requirements. In addition to meeting federal funding requirements, the form helps the Licensing Specialist track important information on all new employees.

Each Agency and/or Facility will need to track the following dates for all new employees:

1. Date the Self-Declaration/Background Check Application was notarized.
2. Date the Eligible Employee started working independently.

3. Date the fingerprints were rolled.
4. Date the Criminal History Unit cleared the new employee.
5. Date the employee was removed from the schedule if they did not meet the 21 day rule.
6. If needed, notes describing reasons it took longer than 21 days from the day the application was signed and notarized to the day the fingerprints were rolled.

Your Licensing Program Specialist will provide the form prior to the annual licensing renewal. (A form is attached to this newsletter.)

## Did you know.....

*Nearly 40% of homes tested for radon in Idaho have high levels of the dangerous gas?*

Exposure to the naturally occurring gas that you can't see, smell or taste is the second leading cause of lung cancer after smoking. The Environmental Protection Agency estimates that 21,000 deaths in the United States each year are caused by exposure to radon.

Radon is a radioactive gas that invades homes and buildings from the soil through crawlspaces, foundation cracks and openings. The highest levels are found in winter, when homes are closed up tight.

According to Jim Faust, Radon Program Manager at the Idaho Department of Health and Welfare, every home in Idaho should be tested so you can protect yourself and family. *Child Care Licensing Rule 16.06.02 726 requires initial testing of facilities.*

Testing is easy, simple and inexpensive. Test kits are \$9.95 and are available at [www.radonidaho.org](http://www.radonidaho.org). The kit includes the test, instructions, shipping and lab analysis. If the test results show the home to have high levels, there are ways to lower the levels.

More information can be found at

<http://www.epa.gov/radon/pubs/consguid.html>.

## RULE REVIEW 16.06.02 552 Employee and Volunteer Training

### *16.06.02 552 25 Hours of Planned Training*

All licensed Children's Residential Care Facilities and Agencies must provide at least twenty-five (25) hours of planned training for each new employee and volunteer. The training is required prior to allowing the employee to work independently. In addition, any employee whose job function significantly changes and whose primary role requires interaction with children must receive the 25 hours of training prior to working independently.

Orientation cannot be counted toward the required 25 hours which must include specific instruction in :

1. Job Responsibilities
2. Policies and Procedures
3. Emergency Procedures

4. Child Safety
5. Child Abuse, Neglect, or Abandonment
6. Applicable Licensing Requirements

Whether working or training in a licensed facility or agency, all new employees are to be supervised and observed, at all times prior to the completion of the required 25 hours of training.

Documentation of the hours, specific instruction topics and dates should be clearly written on a new employee training form.

Supervisor and employee signature lines and a sentence identifying the date the employee was eligible to work independently should be included on the training documentation form.

## Licensed Organizations

Anchor House	Elk Mountain Academy	Northwest Children's Home
A New Beginning	Gustafson House	Northwoods 1 & 2
Bannock House	Harmony House	Novitas Academy
Bingham County RTC	Hays Shelter	PATH
Bannock Youth Foundation	Hope House	Patriot Center
Blue Fire Wildemess	Idaho Youth Ranch	Project Patch
Boise Girls Academy	IYR Adoptions	Safe House
Boulder Creek Academy	Innercept 1 & 2	Schrom Home for Boys
Casey Family Programs	InnerRoads	Sequel/TSI
CASI	John T Raukar	St. Dominic School
Cherry Gulch	Kinderhaven	Syringa House
Christian Children's Ranch	LDS Family Services	Teton Peaks
Children's Village	MK Place	Timberline Private Care
Daybreak Canyon	Northwest Academy	Treasure Valley Transition

## Contact Licensing

**Kelle Johnson (208) 334-0662 [johnson2@dhw.idaho.gov](mailto:johnson2@dhw.idaho.gov)**

**Brent Porges (208) 334-5920 [PorgesB@dhw.idaho.gov](mailto:PorgesB@dhw.idaho.gov)**