Child Care Assistance Program (CCAP) Health and Safety Training Requirements Guide for Providers

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CCAP Providers Must Complete Health and Safety Orientation Trainings

The Illinois Department of Human Services (IDHS), through the Division of Early Childhood (DEC), partners with child care providers like you to serve families through the Child Care Assistance Program (CCAP). To ensure the health and safety of children, federal regulations require many providers who receive CCAP payments to complete orientation and annual training based on specific health and safety topics.

Who must complete the training?

1 **License-Exempt Child Care Centers Accepting CCAP**

- **Director(s)** – individual(s) who has primary responsibility for the daily operations management of the center
- **Teacher(s)** – includes lead teachers, teachers, teacher assistants or teacher aides who are employed by a License-exempt child care center for compensation on a regular basis
- **Support Staff** – individual(s) who has responsibility in a classroom, working directly with children, on a regular basis
- **Student workers, part time employees, substitutes and migrant/seasonal/summer camp provider**

2 **License-exempt Non-relative Family Child Care Homes Accepting CCAP**
(License-exempt Non-relative Family Child Care Homes includes friend and neighbor care)

- The primary caregiver is required to complete all trainings. The primary caregiver is the person who signs the CCAP application asking to be an approved provider. This applies to non-relative providers only.
- If the primary caregiver has substitutes or assistants, they are also required to complete all trainings.

Current License-exempt Non-relative Providers Approved with CCAP before July 1, 2022:

License-exempt Non-relative home providers, their assistants/substitutes and license-exempt center providers (including directors, teachers, aides and staff with access to children) caring for children prior to July 1, 2022 must complete orientation trainings and entry of these trainings in their Gateways to Opportunity Professional Development Record by January 1, 2023, to receive payment for new, or continue to be paid for current, families after their next redetermination.

New License-exempt Non-relative Providers *(approved July 1, 2022 and later)*:

License-exempt Non-relative home providers and license-exempt center providers who are new to CCAP after July 1, 2022, must complete all orientation trainings and enter them onto their Gateways to Opportunities Registry within 90 days of approval for a CCAP family to continue to receive payment for any CCAP cases.

Providers who fail to complete the Health and Safety Orientation Training Requirements within 90-days of CCAP approval will be removed from all CCAP cases. No further CCAP payments will be made until all Health and Safety Orientation Training requirements are met.

If you are unsure if you or your program needs to complete the CCAP Health and Safety Orientation Trainings or if they have been completed, contact SAL Community Services Child Care Connection of Central Illinois by calling 800-421-4371 or emailing Hello@salccc.org.

Steps to Complete for CCAP Health and Safety Training Requirements

These trainings include essential health and safety information for individuals caring for children and accepting payments through the Child Care Assistance Program (CCAP).

		check when complete
1	Become a Gateways to Opportunity Registry Member *Maintain your username and password, add to Important Information to Document on Page 6. An email is required to set up an account.*	☐
2	Choose a Training Route and complete required training *Connect with you local Child Care Resource and Referral Agency for Help in Finding Training*	☐
3	Self Report training requirements on your Professional Development Record in the Gateways to Opportunity Registry	☐
4	Complete Annual CCAP Health and Safety Training Requirements	☐
5	**For License Exempt Centers Only** - Update the Director Portal	☐

Health and Safety Orientation Training Requirements

The following training is required:

1 Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) Certification by an approved training agency
Contact your local Child Care Resource and Referral Health and Safety Coach for approved agencies and trainings.

2 Department of Children & Family Services (DCFS) Recognizing and Reporting Child Abuse and Neglect Mandated Reporter training

3 Child Development, Health, and Safety Basics course or obtain ECE Credential Level 1 Training, -Tier 1
See page 8 for local training

4 Enter your completed trainings in the Gateways to Opportunity Registry and print and keep a copy of your certificates and First Aid/CPR card

Gateways to Opportunity® Registry Tips
How to Join the Registry

1 Go to **registry.ilgateways.com**. Click the **Join Now** button on the bottom of the page.

New to the Registry?
&+ Join Now

2 Fill out your User Account Request information. Select **Submit User Request.** Wait for an email stating "*Your Online Account is Ready*". *(This may take several business hours.)*

⊲ Submit User Request

3 Go to **registry.ilgateways.com** and click the **Dashboard Login** menu option.

Dashboard Login

Login Credentials

User Name	User Name
Password	Password

⊅ Login

- Don't have an online user?
- Forgot your password?
- Forgot your username?

4 Log in by entering the username and password you created in step 2.

5 You will be prompted to complete the Gateways Registry application. After you click the **Submit Application** button on the last page, you will see a congratulations screen.

⊲ Submit Application

GATEWAYS TO OPPORTUNITY®
Illinois Professional Development System

Be A Member ▾ | Be A Trainer ▾ | Be An Organization ▾ | Find Training | Dashboard | Logout

You are here: Home | Dashboard | My Registry | Apply | Gateways Membership

Warning ✕
Attention! You are currently logged in as Jane Smith. Any further actions on this site will be under Jane Smith's record. If you do not wish for this to happen, please click the Logout link on the right-hand side of this screen.

Congratulations!

Your Gateways Registry Membership is now current. As a Registry Member, trainings you attend will be included in your personal Registry database. You can access this information at any time by viewing your Professional Development Record (PDR).

In order to have Registry trainings appear on your PDR, you will need to provide your Registry Member ID number when you sign in at the training. To print a Registry Member ID card that you can carry with you, click here.

Your Registry Member ID is: N12345

Visit the My Registry portal to view your Professional Development Record (PDR) and more!

Note: print your Registry Member ID card. You will need your Registry Member ID when you attend trainings so they will show up on your Professional Development Record.

Important Information to Document

Please maintain this information to access your account and to seek help from your Health and Safety Coach.

Provider ID: *(16 digits found on your CCAP Certificate)*

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Gateways to Opportunity Registry ID:

N _____

Gateways Employer/Organization ID:

B _____

Gateways to Opportunity Registry Login:

Username:_____

Password:_____

There are many ways you can meet the CCAP health and safety training requirements.

Find the *one* option that works best for you.

Option 1 **Training Route**

- Become a Gateways Registry member and renew your membership every year
- Child Development, Health, and Safety Basics Training
- Child Abuse and Neglect/Mandated Reporter Training
- CPR/First Aid Certifications
- Enter your completed trainings in the Gateways Registry

Option 2 **ECE Level 1 Training Route**

- Become a Gateways Registry member and renew your membership every year
- ECE Credential Level 1 Training - Tier 1 (Modules 1-2c)
- Child Abuse and Neglect/Mandated Reporter Training
- CPR/First Aid Certifications
- Enter your completed trainings in the Gateways Registry

This option provides a CCAP add-on rate for License-Exempt Family Child Care Home Providers.

Option 3 **Gateways Credential Route**

- Become a Gateways Registry member and renew your membership every year

Any one of the following Gateways Credentials meet the CCAP Health and Safety Training requirement.

- ECE Credential Levels 1-6
- Infant Toddler Credential (ITC) Levels 2-5
- Illinois Director Credential (IDC) Credential Levels I-III
- Family Child Care Credential (FCC) Levels 2-5
- School-Age and Youth Development Credential (SAYD) Levels 1-5

Also complete the following:

- Child Abuse and Neglect/Mandated Reporter Training
- CPR/First Aid Certifications
- Enter your completed trainings in the Gateways Registry

Option 4 **CDA Route**

- Become a Gateways Registry member and renew your membership every year

Any one of the following Child Development Associates (CDA) meets the CCAP Health and Safety Training requirement and must be self-reported into the Registry.

- Preschool CDA
- Infant Toddler CDA
- Family Child Care CDA

If you have a Preschool CDA also complete the following:

- › Sudden Infant Death Syndrome (available only online through i-learning)
- › A Preventable Tragedy: Shaken Baby Syndrome (available only online through i-learning)
- › Child Abuse and Neglect/Mandated Reporter Training
- › CPR/First Aid Certifications

If you have an Infant Toddler CDA or Family Child Care CDA also complete the following:

- › A Preventable Tragedy: Shaken Baby Syndrome (available only online through i-learning)
- › Child Abuse and Neglect/Mandated Reporter Training
- › CPR/First Aid Certifications
- Enter your completed trainings in the Gateways Registry

Need help in determining what option is best for you?
*Call SAL Community Services Child Care Connection of Central Illinois at **800-421-4371** or email **Hello@salccc.org**.*

Find and Track CCAP Health and Safety Orientation Trainings

Where do I find training?

Child Development, Health, and Safety Basics Training

- Online training – Available in English and Spanish at *courses.inccrra.org*
- Local training – Search the Gateways training calendar at *www.ilgateways.com* or contact your local Child Care Resource & Referral (CCR&R) Agency (877-202-4453)
- SEIU METC Training Center – available in person and via zoom (866-933-7348) or visit *https://seiuhcilin.org/resources/trainings/child-care/*

ECE Credential Level 1 Training, -Tier 1

- Online training – Available in English and Spanish at *courses.inccrra.org*
- Local training – Search the Gateways training calendar at *www.ilgateways.com* or contact your local Child Care Resource & Referral (CCR&R) Agency (877-202-4453)
- SEIU METC Training Center – available in person and via zoom (866-933-7348) or visit *https://seiuhcilin.org/resources/trainings/child-care/*

Child Abuse and Neglect/Mandated Reporter Training

- Offered online at *https://mr.dcfstraining.org/*
- Contact your local CCR&R (877-202-4453) for available training options
- SEIU METC Training Center – available in person and via zoom (866-933-7348) or visit *https://seiuhcilin.org/resources/trainings/child-care/*

Pediatric First and Cardiopulmonary Resuscitation (CPR) Certifications

- Contact your local CCR&R (877-202-4453) for training or a list of organizations that offer approved training and available training offerings.
- SEIU METC Training Center – available in person and hybrid via zoom/in person (866-933-7348) or visit *https://seiuhcilin.org/resources/trainings/child-care/*

How is training tracked in the Registry?

- Child Development, Health, and Safety Basics Training – Tracked automatically in the Gateways to Opportunity Registry
- ECE Credential Level 1 Training, -Tier 1- Tracked automatically in the Registry.
- Child Abuse and Neglect/Mandated Reporter – This training must be self-reported to the Registry *(see page 10 for guided steps)*

Have you already taken training? *Don't start over, check page 7 to see other trainings, like the ECE Credential Level 1 Training, that meet the requirements.*

Gateways to Opportunity® Registry Tips
How to Add CPR/First Aid Certification to Your PDR
This certification must be entered as a certification to the Registry.

1 Go to **www.ilgateways.com**. Click the **Registry Member Login** button. Log into the Gateways Registry Dashboard with your **username** and **password**.

Login Credentials

REGISTRY MEMBER LOGIN

| User Name | User Name |
| Password | Password |

⮕ Login

- Don't have an online user?
- Forgot your password?
- Forgot your username?

2 Click the **My Registry** Portal. Then click the **Update** section.

MY REGISTRY

UPDATE

3 Click the **Credentials** tab.

Contact   Employment   Credentials

Credentials and Certification Information

To add a credential or certification you **currently** hold, select it from the drop-down and click the Add button. Then, complete the required fields. Gateways to Opp

4 Select **CPR** from the drop-down, click **Add**, and enter the required information. Finally click the **Save** button.

CPR ▾   + Add

💾 Save

5 Select **First Aid** from the drop-down, click **Add**, and enter the required information. Finally click the **Save** button.

First Aid ▾   + Add

💾 Save

For more detail about how to enter CPR/First Aid visit *http://urls.inccrra.org/report-cpr*
Keep your CPR/First Aid certification in a file. You must be able to produce a copy when requested by IDHS.

Gateways to Opportunity® Registry Tips
How to Self-Report the Mandated Reporter Training

This training must be self-reported to the Registry.

1. Go to **www.ilgateways.com**. Click the **Registry Member Login** button. Log into the Gateways Registry Dashboard with your **username** and **password**.

   REGISTRY MEMBER LOGIN

   Login Credentials

   | User Name | User Name |
   | Password | Password |

   → Login

   - Don't have an online user?
   - Forgot your password?
   - Forgot your username?

2. Click the **My Registry** Portal. Then click the **Learn** section.

   MY REGISTRY   LEARN

3. Click **Add New**, Enter *Mandated Reporter* as the training name, *DCFS* as the trainer name, *2* for the contact hours, and the Issued Date on your certificate of completion and click save.

   Remember Section 6 of your Professional Development Record (PDR) may be used to keep track of trainings attended. Keep your training certificates in a file. You must be able to produce a copy when requested by IDHS.

   Self-Reported Trainings for (your name)

   If you attend trainings or conferences that are not already Registry-Approved, Registry-Verified, or Attendance-Verified (e.g. local CCR&R trainings), you may so they will show up in Section 6 (Self-Reported Trainings) of your Professional Development Record (PDR).

   To enter a training, click the "Add New" text below. To edit a training, click the "⊞" next to the training. To remove a training from this list, click the "⊞" sign an delete icon that shows to the right of the contact hours.

   Note: As the Registry does not verify your attendance at these trainings/conferences, please be sure to keep your certificate of attendance on file.

Training	Date Completed	Trainer	Contact Hours
⊞			

   + Add New

   Training Name
   Mandated Reporter

   Trainer's Name
   DCFS

   Contact Hours
   2

   Completed Date
   Date on Certificate

   💾 Save

All license-exempt centers and license-exempt non-relative home providers must complete at least six (6) hours of approved Child Development, Health & Safety training prior to their anniversary date each year.

All providers approved with CCAP as of **April 2023** received an annual anniversary date of October 1. The anniversary date for providers approved after April 2023 will be established as the first day of the month after their CCAP case was approved.

Trainings needed to maintain CPR and First Aid certifications can be counted towards the hours needed to meet the annual training requirements

Annual training hours must be on the following topics and be appropriate for the child-care setting and age of children served by the provider (birth to 13 years of age).

1. Prevention and control of infectious diseases *(including immunizations)*.
2. Prevention of sudden infant death syndrome and use of safe sleeping practices *(applicable only to those serving infants)*.
3. Administration of medication, consistent with standards for parental consent.
4. Prevention and response to emergencies due to food and allergic reactions.
5. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury; such as, electrical hazards, bodies of water, and vehicular traffic.
6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event *(such as violence at a child-care facility)*.
8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
9. Appropriate Precautions in transporting children *(if applicable)*.
10. Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) Certification.
11. Recognition and reporting of child abuse and neglect.
12. Promotion of child growth, development and learning.
13. Nutrition *(including age-appropriate feeding)*.
14. Access to physical activity.
15. Caring for children with special needs.
16. Additional subject areas to promote child development and/or protect children's health and safety.

Call your local Child Care Resource & Referral Health and Safety Coach to help with finding training.

Gateways to Opportunity® Registry Tips
How to Access the Director Portal

1 Go to **http://registry.ilgateways.com**. Under **Be a Member**, click **Director Portal**.

Be A Member ▾ | Be A Trainer ▾ | Be An Organization ▾ |

Registry Membership
Renew My Membership
Professional Development Record (PDR)
PDR Training Categories
Registry FAQ
Home Visitors
Director Portal
Find Trainings
Find Trainers

2 Click **Authorized Program Contact Access Request Form** to download the form.

Director Portal

An exciting new tool is available for the Gateways Registry, called the Gateways Registry Director Portal. The purpose of this portal is to gi administrators and owners access to valuable information needed for compliance with DCFS licensing standards and ExceleRate Illinois s Specifically, the Director Portal will include the following features:

Staff Management

- Get a list of staff employed at the program site
- View if their Registry Membership is current and when it expires
- Report changes to staff employment

Professional Development Planning and Documentation

- Run a report of staff training hours
- Run a report of staff attendance at trainings for ExceleRate Illinois

In order to access the Gateways Registry Director Portal, you must complete an Authorized Program Contact Access Request Form. This official documentation of the individual(s) for each early learning and development program site that have access to the portal.

Authorized Program Contact (APC) Access Request Form

Complete the form below for all individuals that need access to the *Gateways Registry Director Portal* and/or the *ExceleRate Illinois Program Portal*. Please check the portal(s) to which you request access.

PRIMARY AUTHORIZED PROGRAM CONTACT

Name_____ Registry Member ID*_____

Program/Site Name _____

Address _____

City _____ Zip Code _____ Phone _____

IDCFS License Number *(if applicable)* _____

ISBE Preschool for All Grantee ID *(if applicable)*_____

Requesting access to: ○ Gateways Registry Director Portal ○ ExceleRate Illinois Program Portal

ADDITIONAL AUTHORIZED PROGRAM CONTACT(S)

Name	Registry Member ID*	Gateways Registry Director Portal	ExceleRate Illinois Program Portal
		○	○
		○	○
		○	○

*A Registry Member ID is required in order to access the Gateways Registry Director Portal. It is not required to access the ExceleRate Illinois Program Portal at this time.

By submitting this request, I agree that I am the primary administrative contact (e.g., director, owner, principal, etc.) for the above named program/site.

_____ _____
Signature of Primary Authorized Program Contact   Date

To submit this request, please do one of the following:

MAIL: FAX: EMAIL:
1226 Towanda Plaza   INCCRRA   Scan and email to ccdata@inccrra.org
Bloomington, IL 61701   Attn: Access Request
                         (309) 828-1808

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Illinois Professional Development System   ExceleRate ILLINOIS   incorra

3 Complete the **Authorized Program Contact Access Request Form** and mail, fax, or email it. Wait a couple days, then log into your Registry Dashboard and there will be an option for your Director Portal.

Gateways to Opportunity® Registry Tips
How to Print the CCAP Completion Director Portal Report

1 Go to **www.ilgateways.com**. Click the **Registry Member Login** button. Log into the Gateways Registry Dashboard with your **username** and **password**.

REGISTRY MEMBER LOGIN

Login Credentials

User Name | User Name

Password | Password

🠚 Login

- Don't have an online user?
- Forgot your password?
- Forgot your username?

2 Click the **Director** Portal. Then click the **Reports** section.

DIRECTOR

Reports

3 Underneath where it says "Staff Education and Reports" click second **Get Report** option to download the report.

Reports

Education/Training | Membership

Training Reports

Staff Training Record Summary

The Staff Training Record Summary provides the total number of training hours per staff person that have been inventoried by the Registry. Click the "Ge End Date for which you would like to view training activity. You can use either the calendar tool or enter dates in mm/dd/yyyy format.

⭳ Get Report

Staff Education and Reports

The Staff Education and Credentials report provides information on the educational qualifications and credentials earned by your staff. It also shows if application and why it is pending.

⭳ Get Report

⭳ Get Report

Gateways to Opportunity Registry
Completion of IDHS CCAP Orientation Requirements
Prepared For: The Sunshine Child Care Center (B123456)

Program Report

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Program/Site Information

| Program/Site Name: | The Sunshine Child Care Center | Gateways Org ID: | B123456 |
| CCAP Provider ID: | 000000000001 | Program Type: | |

How to Read This Report

This report was designed to show your program's progress toward meeting the IDHS CCAP Training Requirements. All staff who have reported to the Gateways Registry working for your program, and who have been employed for at least 90 days, are listed below. For more information about these CCAP health and safety training requirements, please visit the Gateways to Opportunity website.

Visit Gateways Website

Step 1 - Look at the Overall Requirements Status
- If the overall status shows a green circle with check mark, this staff person has met all the requirements. Move to the next staff person listed.
- If the overall status shows a red circle with an "X", this staff person is missing one or more requirements. Continue to Step 2 for more detail.

Step 2 - Look at the Requirements Detail
- This shows which of the 4 orientation requirements the staff person is missing.
- If CPR certification, First Aid certification, or Mandated Reporter show a red circle with an "X", visit the Gateways Website to see how those get reported.
- If CDHS Basics (Child Development, Health, and Safety Basics) shows a red circle with an "X", please refer to the Gateways Website for information about the four options to meet that requirement.

You can also view the *Gateways Hot Topic: How to Print Your CCAP Completion Report* https://www.youtube.com/watch?v=8p-JMDv9xzg

SAL Community Services
Child Care Connection of Central Illinois

3425 North Dries Lane
Peoria, IL 61604

800-421-4371 or (309) 686-3750

Email: Hello@salccc.org

www.salccc.org

Find us on [Facebook]

Child Care Connection - Child Care Resource & Referral Program, Peoria Area

Notes

IDHS
ILLINOIS DEPARTMENT
OF HUMAN SERVICES

DIVISION OF
EARLY CHILDHOOD

Find us on @ILLINOISCCAP