

Community Services Bureau
2014-2015 Policies and Procedures
Summary of Changes

Section 1 - Administration
<p>Part I – Program Governance:</p> <ul style="list-style-type: none"> Updated number of currently enrolled representatives in Policy Council Composition and Formation section from 33 to 34.
<p>Part II – Planning:</p> <ul style="list-style-type: none"> No major changes.
<p>Part III – Communications:</p> <ul style="list-style-type: none"> Added policy and guidance for the procedure of reporting suspicion or knowledge of abuse and/or neglect of a child.
<p>Part IV – Record Keeping and Reporting:</p> <ul style="list-style-type: none"> No major changes.
<p>Part V – Monitoring:</p> <ul style="list-style-type: none"> Fifty percent of the eligible classrooms are randomly selected using an automated system to receive CLASS™ observations twice in the year. Updated policy is that in the following year, CLASS™ will be completed for the remaining classrooms that did not receive observations. Update completion of semi-annual reports from four quarters to two periods (July-December and January to June).
<p>Part VI – Self-Assessment:</p> <ul style="list-style-type: none"> Updated month that Self-Assessment sub-committee forms from October to November of each year.
<p>Part VII – Program Human Resources Management: (Personnel Policies & Procedures)</p> <ul style="list-style-type: none"> Added Home-based Program Option staff qualifications. Added policy on submitting Physician’s Statement of Ability to Work to Family Medical Leave Act (FMLA) and Leave of Absence (LOA) section. Revised Career Development Opportunities section.
<p>Part VIII – Fiscal:</p> <ul style="list-style-type: none"> No changes
Section 2 - Child Development
<p>Part I – Prevention and Early Intervention:</p> <ul style="list-style-type: none"> Replaced behavioral screening tool from Devereux Early Childhood Assessment (DECA) to Ages and Stages Questionnaire (ASQ-SE). Updates to the Child Abuse Reporting Procedure section to complete and submit a CCL Unusual Incident Report within 24 hours of initial CPS call. Updates to time period of completion of Screening Results forms within 75 days of enrollment.
<p>Part II – Services for Children with Disabilities:</p> <ul style="list-style-type: none"> Update for infants and toddlers to follow the vision and hearing assessments based on the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.
<p>Part III – Individualization in the Program:</p> <ul style="list-style-type: none"> Ages and Stages Questionnaire - Social Emotional (ASQE) is replacing Devereux Early Childhood Assessment (DECA) behavioral screening. Lead teachers are now responsible for writing individualization codes for each child throughout the lesson plan with different activities. Updates to protocol and timelines of behavioral development, speech and language, and cognitive development screenings for children by staff.

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<p>Part IV – Curriculum:</p> <ul style="list-style-type: none"> Rest/Nap Time policy was revised and added to Required Elements of the Children’s Daily Schedule section.
<p>Part V – Child Nutrition:</p> <ul style="list-style-type: none"> Values were updated for Iron Deficiency Anemia Criteria providing information to parents. Update to Diabetes section: If child requires blood glucose testing or glucagon for emergency life saving measure, Community Care Licensing requirements must be met prior to enrollment. Updates to Tube Feeding section: CCL requirements and notification must be met prior to enrollment.
<p>Part VI – Child Health and Safety:</p> <ul style="list-style-type: none"> Updates on guidance in Dental Hygiene section to include tooth brushing for children between 1 to 2 years old. Guidance added to playground safety and supervision, morning & afternoon outdoor time, and field trips in Child Safety and Supervision section. Updates to procedures in Medication Administration section: non-prescription medication can only be administered by staff, accompanied by documented physician’s note with instructions on dose, frequency, method, and duration. Guidance added to Policies for Food Sanitation/Safety section.
<p>Section 3 - Family and Community Partnerships</p> <ul style="list-style-type: none"> Updates to Parent and Family Engagement in Health, Nutrition, and Mental Health Education section.
<p>Section 4 - Program Design</p>
<p>Part I – ERSEA</p> <ul style="list-style-type: none"> Updates on Family Fee policies and Procedures section to comply with new California Department of Education regulations effective 7/1/2014.
<p>Part II – Staffing Requirements</p>
<p>Section 5 - Alternative Payment Plan</p>
<p>Part I – Program Overview:</p> <ul style="list-style-type: none"> Updated Eligibility and Need section. Updated Service Need section. Updated Share of Cost – Family Fees section. Updated Eligibility Lists section. Updated Enrollment Process section. Updated Maintaining Enrollment – Recertification section.
<p>Part II – Alternative Payment Program Parent Policies and Procedures:</p> <ul style="list-style-type: none"> Updated Appeal Process section. Updated Attendance Sheet Policies section.
<p>Part III – Provider Participation:</p> <ul style="list-style-type: none"> Updated Licensed-Exempt Out of Home and In Home Providers sections.
<p>Part IV – Staff Roles and Responsibilities:</p> <ul style="list-style-type: none"> No major changes.
<p>Section 6 - Low Income Home Energy Assistance Program</p>
<p>Part I – Introduction:</p> <ul style="list-style-type: none"> No major changes.

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Part II – LIHEAP Eligibility Guidelines: <ul style="list-style-type: none">• No major changes.
Part III – Weatherization Referrals: <ul style="list-style-type: none">• No major changes.
Part IV – Receiving and Processing Applications: <ul style="list-style-type: none">• Guidance added to Proof of Legal Status in the Application and Documentation Review section.
Part V – LIHEAP/Fast Track Complaint Procedure: <ul style="list-style-type: none">• No major changes.
Part VI – Appeal Procedure: <ul style="list-style-type: none">• Guidance added regarding forms in the Appeal Procedure section.
Part VII – LIHEAP and DOE Deferrals: <ul style="list-style-type: none">• Full section added for LIHEAP and DOE Deferrals including purpose, scope, and description.
Section 7 - Written Service Plans
<ul style="list-style-type: none">• Driver and Bus Monitor Training section added to Subpart B – Transportation Requirements.• Updated service plans to coincide with updates and revisions to policies and procedures manual where applicable.