



LOS ANGELES COUNTY  
COMMISSION ON HIV



# CHILDCARE SERVICE STANDARDS

APPROVED JULY 8, 2021



## CHILDCARE SERVICES SERVICE STANDARDS

**IMPORTANT:** The service standards for childcare adhere to requirements and restrictions from the federal agency, Health Resources and Services Administration (HRSA). The key documents used in developing standards are as follows:

[Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds Policy Clarification Notice \(PCN\) #16-02 \(Revised 10/22/18\)](#)

[HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs National Monitoring Standards for Ryan White Part A Grantees: Program – Part A](#)

[Service Standards: Ryan White HIV/AIDS Programs](#)

### INTRODUCTION

Service standards for the Ryan White HIV/AIDS Part A Program outline the elements and expectations a service provider should follow when implementing a specific service category. The standards are written for providers for guidance on what services may be offered when developing their Ryan White Part A programs. The standards set the minimum level of care Ryan White funded agencies offer to clients, however, providers are encouraged to exceed these standards.

The Los Angeles County Commission on HIV developed the Childcare Services standards to establish the minimum standards of care necessary to ensure people living with HIV (PLWH) can receive quality childcare services when attending core medical and/or support services appointments and meetings. The development of the standards includes guidance from service providers, people living with HIV, the Los Angeles County Department of Public Health, Division of HIV and STD Program (DHSP), members of the Los Angeles County Commission on HIV, Standards & Best Practices Committee, Women’s Caucus, and the public-at-large.

### CHILDCARE SERVICES OVERVIEW: ALLOWABLE USE OF FUNDS

HRSA allows the use of Ryan White Part A funding for childcare services for the children of clients living with HIV, provided intermittently, **only while** the client attends in person, telehealth, or other appointments and/or Ryan White HIV/AIDS Program-related meetings, groups, or training sessions. Part A funded childcare services cannot be used while the patient is at school or work. Only Ryan White Part A community advisory board meetings and Part A funded support groups are covered in these standards. The goal of childcare services is to reduce barriers for clients in accessing, maintaining and adhering to primary health care and related support services. Childcare services are to be made available for all clients using Ryan White Part A medical and support services. **“Licensed”** means childcare providers who are

licensed by the State of California and are required to maintain minimum standards related to physical size of the facility, safety features, cleanliness, staff qualifications, and staff-to-child ratios.

Childcare services may include recreational and social activities for the child/children, if provided in a licensed childcare setting including drop-in centers in primary care or satellite facilities. However, funds may not be used for off-premise social/recreational activities or gym membership. Existing Federal restrictions prohibit giving cash to clients or primary caregivers to pay for these services.

All service providers receiving funds to provide childcare services are required to adhere to the following standards.

**Table 1. CHILDCARE SERVICE REQUIREMENTS**

<b>SERVICE COMPONENT</b>	<b>STANDARD</b>	<b>DOCUMENTATION</b>
Eligibility and Need	Eligibility for Ryan White and need for childcare service are identified at intake and assessments by agencies providing licensed childcare.	Documentation of eligibility and in the client’s primary record must reflect the appointment and/or meeting/group/training session attended.
Licensed Child Care Centers and Family Child Care Homes	Licensed childcare facilities must carry a valid active license as a childcare provider in the State of California. Services must be delivered according to California State and local childcare licensing requirements which can be found on the California Department of Social Services, Community Care Licensing Division website. <sup>1</sup>	<ul style="list-style-type: none"> <li>a. Appropriate liability release forms are obtained that protect the client, provider, and the Ryan White program</li> <li>b. Providers must develop policies, procedures, and signed agreements with clients for childcare services.</li> <li>c. Documentation that no cash payments are being made to clients or primary care givers</li> </ul>
Training	Agencies providing childcare are responsible for ensuring	Record of trainings on file at provider agency.

<sup>1</sup> <https://cdss.ca.gov/inforesources/child-care-licensing>

	<p>childcare providers are trained appropriately for their responsibilities. In addition to State-required training for licensed childcare providers, childcare staff must complete the following training:</p> <ul style="list-style-type: none"> <li>• Domestic violence</li> <li>• HIPAA and confidentiality</li> <li>• Cultural diversity</li> <li>• HIV stigma reduction</li> <li>• LGBTQ 101</li> <li>• Ryan White programs and service referral</li> </ul>	
Language	Whenever possible, childcare should be delivered in the language most familiar to the child or language preferred by the patient. If this is not possible, interpretation services must be available in cases of emergency.	Appropriate language noted in client or program file.
Confidentiality	Agencies coordinating and providing childcare services must ensure client confidentiality will always be maintained. HIV status shall never be disclosed to anyone.	<p>Written confidentiality and HIPAA policy in place.</p> <p>Documentation of notice of privacy and confidentiality practices provided to clients and/or family members before the start of service.</p> <p>Signed confidentiality policy and agreements for all employees on file and reviewed during new hire orientation and annually.</p>
Service Promotion	Agencies coordinating licensed childcare services are expected to promote the availability of childcare to potential clients, external partners, and other	Program flyers, emails, or website documenting that childcare services was promoted to clients and HIV service providers.

	<p>DHSP-funded Ryan White service providers.</p>	
<p>Referrals</p>	<p>Programs coordinating childcare services will provide referrals and information about other available resources to adults living with HIV who have the primary responsibility for the care of children. Special consideration should be given to helping clients find longer term or additional childcare options and resources.<sup>2</sup> Whenever appropriate, program staff will provide linked referrals demonstrating that clients, once referred, have accessed services.</p> <p>Staff are required to coordinate across Ryan White funded and non-funded programs to ensure clients' needs are met.</p>	<p>Documentation of referral efforts will be maintained on file by coordinating agency.</p> <p>Description of staff efforts of coordinating across systems in client file (e.g. referrals to</p>

<sup>2</sup> Los Angeles County Department of Public Health, Office for the Advancement of or Early Care and Education: <https://childcare.lacounty.gov/resources-for-families-and-communities/>

	Follow up with client in 30 days to track referrals related to care coordination.	housing case management services, etc.).  Documentation of follow up in client file.
Transportation	Clients who demonstrate a need for transportation to and from the childcare site, must be provided transportation support. Agencies must follow transportation programmatic guidance and requirements from DHSP. Childcare must be provided in a manner that is more accessible and convenient for the client.	
Physical Environment	<p>The design and layout of the physical environment have a profound impact on children's safety, learning, behavior and on the client's ability to focus on their medical and support services appointments.</p> <p>Childcare environments must have:</p> <ul style="list-style-type: none"> <li>• Internet access and computers for children to use to complete schoolwork or participate in virtual classes if the parent/caregiver Ryan White appointment occurs during school hours</li> <li>• Age-appropriate educational supplies</li> <li>• Healthy food/snacks</li> <li>• Masks and personal protective equipment (PPEs) especially designed for children</li> <li>• A variety of inviting equipment and play materials accessible to children</li> <li>• Kid-friendly and visually appealing space with sufficient and uncluttered space for active play with an additional cozy space set aside for individual and quiet play</li> <li>• Kid-friendly videos available to watch</li> <li>• Available 5 days a week</li> </ul>	

## Appendix A: Examples of Childcare Resources

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### **California Department of Social Services, Childcare Licensing**

<https://www.cdss.ca.gov/inforesources/child-care-licensing>

The State of California requires licensed childcare providers to complete trainings in First Aid/CPR; fire and electrical safety; child development; waste disposal procedures; child abuse (includes sexual abuse); Health Insurance Portability and Accountability Act of 1996 (**HIPAA**) and confidentiality; infection control and preventative health measures; and the American Disabilities Act (ADA). Visit the website for additional information on childcare licensing rules and regulations.

**Child Care Alliance Los Angeles** offers voucher-based services for low income families.

<https://www.ccala.net/>

**Los Angeles County Department of Public Health, Office for the Advancement of or Early Care and Education:** <https://childcare.lacounty.gov/resources-for-families-and-communities/>

### **Los Angeles Education Partnership**

[www.laep.org](http://www.laep.org)

LAEP offers childcare for parent workshops, meetings, conferences, and other activities on a fee-for-service basis. LAEP brings all the necessary materials and supplies, including snacks.