



LOS ANGELES COUNTY
COMMISSION ON HIV



CHILDCARE

STANDARDS OF CARE

DRAFT FOR PUBLIC COMMENT

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Email comments to HIVComm@lachiv.org



CHILDCARE SERVICES STANDARDS OF CARE

IMPORTANT: The proposed service standards for childcare adheres 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

Standards of Care 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 of Care to establish the minimum standards of care necessary to ensure people living with HIV (PLWH) are able to 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.

May include use of funds to support:

- A licensed childcare provider to deliver intermittent care
- License-exempt or informal childcare provided by a neighbor, family member, or other person (with the understanding that existing Federal restrictions prohibit giving cash to clients or primary caregivers to pay for these services)

License-exempt or informal childcare should be limited and carefully monitored to assure:

- Compliance with the prohibition on direct payments to eligible individuals. Direct cash payments to clients are not permitted.
- Assurance that liability issues for the funding source are carefully weighed and addressed through the use of liability release forms designed to protect the client, provider, and the Ryan White Program

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.

SERVICE REQUIREMENTS

Depending on contractual requirements from the Division of HIV and STD Programs, provider capacity, and individual client needs, childcare providers may be licensed or license-exempt.

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.

License-Exempt – means 1) individuals who care for the children of a relative, or who care for the children of one other family in addition to their own children; 2) agencies that offer limited onsite childcare or child watch to their clients. These programs usually require that the parent or guardian remain on the premises and that they remove their children within a specified amount of time; and 3) online childcare booking service. Online or mobile app based childcare services that offer gift certificates may be considered as an option for agencies and clients. Agencies that opt to provide childcare through online or mobile app based childcare services are responsible for reading, understanding, explaining to the clients, and accepting the terms of service specified in the company website.

Child watch is a non-licensed service provided onsite at a service provider's site for the duration of the client's appointment only. Parents are responsible for their children during child watch hours.

All service providers receiving funds to provide childcare services are required to adhere to the following standards. To minimize barriers to accessing childcare, some of the training requirements and recommendations vary by childcare setting.

Table 1. CHILDCARE SERVICES STANDARDS OF CARE

SERVICE COMPONENT	STANDARD	DOCUMENTATION
Eligibility and Need	Eligibility for Ryan White and need for childcare service are identified at intake and assessments by agencies providing licensed and/or license-exempt childcare.	Documentation of eligibility and in the client’s primary record must reflect the appointment and/or meeting/group/training session attended.
Licensed Childcare Facilities	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. ¹	A copy of valid California childcare license or proper certification.
License-exempt Childcare	<p>Compliance with the prohibition on direct payments to eligible individuals. Direct cash payments to clients are not permitted.</p> <p>Assurance that liability issues for the funding source are carefully weighed and addressed through the use of liability release forms designed to protect the client, provider, and the Ryan White Program.</p>	<p>Where license-exempt childcare arrangements are obtained, contracted agency(ies) must ensure:</p> <ul style="list-style-type: none"> a. Documentation of compliance with DHSP-required mechanism for handling payments for licenses-exempt childcare arrangements b. Appropriate liability release forms are obtained that protect the client, provider

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

		<p>and the Ryan White program</p> <p>c. Documentation that no cash payments are being made to clients or primary care givers</p> <p>d. Documentation that payment is for actual costs of service.</p> <p>Providers must develop policies, procedures and signed agreements with clients for child watch services.</p>
<p>Training: All are required for licensed childcare facilities * denotes highly recommended for license-exempt childcare</p>	<p>Agencies providing childcare are responsible for ensuring childcare providers are trained appropriately for their responsibilities. Childcare staff must complete the following training:</p> <ul style="list-style-type: none"> • First aid/CPR* • Fire and electrical safety* • Child development* • Waste disposal procedures • Child abuse* • Domestic violence* • HIPAA and confidentiality* • HIV 101* • Infection Control* • American Disabilities Act (ADA) • Cultural Diversity Training* • HIV stigma reduction* 	<p>Record of trainings on file at provider agency.</p>
<p>Language</p>	<p>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.</p>	<p>Appropriate language noted in client or program file.</p>

<p>Confidentiality</p>	<p>Agencies coordinating and providing childcare services must ensure client confidentiality will be maintained at all times. HIV status shall never be disclosed to anyone.</p>	<p>Record of HIPAA and confidentiality before the start of service provision.</p>
<p>Service Promotion</p>	<p>Agencies coordinating childcare services with licensed and license-exempt providers are expected to promote the availability of childcare to potential clients, external partners, and other DHSP funded Ryan White service providers.</p> <p>Agencies should attempt to disseminate information about the availability of childcare throughout all components of the continuum of HIV care, including meetings with internal agency staff and relaying information to external HIV medical and social services partners.</p> <p>Agencies should inform clients of the details of the childcare services, including:</p> <ul style="list-style-type: none"> • How far in advance the service must be scheduled • Whether the childcare is in-home or at the service site 	<p>Program flyers and emails documenting that childcare services was promoted to clients and HIV service providers.</p> <p>Offer of childcare services is noted in client case file.</p> <p>Description of information shared with potential clients and partners and method of communication on file.</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</p>	<p>Documentation of referral efforts will be maintained on file by coordinating agency.</p>

	<p>options and resources.² 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>Follow up with client in 30 days to track referrals related to care coordination.</p>	<p>Description of staff efforts of coordinating across systems in client file (e.g. referrals to housing case management services, etc.).</p> <p>Documentation of follow up in client file.</p>
<p>Transportation</p>	<p>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.</p>	

² 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/>

Appendix A: Examples of Childcare Resources

Trustline.org - TrustLine is a database of nannies and baby-sitters that have cleared criminal background checks in California. It's the only authorized screening program of in-home caregivers in the state with access to fingerprint records at the California Department of Justice and the FBI.

Childcareaware.org - works with more than 400 state and local Childcare Resource and Referral agencies nationwide.

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/>

<https://www.maof.org/resources-for-parents/>

[YMCA of Greater Williamson County Members Responsibilities and Guidelines for Child Watch Page 11](#)

Online or mobile app based childcare booking sites that offer gift certificates:

Urbansitters.com

Nanno.com

Bambino.com