



Fair Start for Kids Act (FSKA) Temporary Licensing Subcommittee of the Early Learning Advisory Council (ELAC) Meeting Minutes

February 23, 2022 – 1:00 pm to 4:00 pm
Virtual Meeting

Welcome & Virtual Meeting Protocols

DCYF Deputy Director of Community Engagement Deanna Stewart welcomed attendees and walked through virtual meeting protocols.

Introductions and Meeting Agenda Review

Deanna Stewart reviewed the meeting agenda with the group, initiated introductions, and led a word cloud activity.

DCYF Licensing Checklist

DCYF Research and Methodology Manager for the Licensing Division, Dr. Sonya Stevens, provided an overview of the DCYF Licensing Checklist, walked through example checklists with attendees, provided an opportunity for Q&A and collected feedback.

- [DCYF Licensing Checklist Presentation](#)
- [EXAMPLE – Family Home/Child Care Initial Checklist](#)
- [DCYF Licensing Checklist Discussion Question Responses and Feedback](#)

Discussion	<ul style="list-style-type: none"> • What is the relevance of the highlighted grey parts of the checklist? <ul style="list-style-type: none"> ○ The grey parts are where a licensor would enter their determinations; the codes listed at the top. • Is this based on checklists/systems from other states? Curious if anyone else is using something similar. <ul style="list-style-type: none"> ○ Generally speaking, yes. Some states do have a checklist model but do not use the exact same model as we do in Washington State. • Can you share if Inter-Rater Reliability (IRR) is up and running again or is the plan to begin again after the pandemic wanes a little more? <ul style="list-style-type: none"> ○ IRR is up and running again, there are still adjustments that need to be made. • What adjustments (if any) have been made to the weighted Washington Administrative Code (WAC) process since Negotiated Rule Making (NRM)? <ul style="list-style-type: none"> ○ One thing we found during the NRM process was weights were increased and mostly everything was kept the same. • We heard at one point the weights were on pause and wondering when they will go into effect? The immediate ones could cause you to be suspended pretty quickly. <ul style="list-style-type: none"> ○ Those that are now in the immediate category have to do with water safety, safe sleep and gun storage. The weights have not been used for the enforcement approach. This was put on pause in March 2020 due to the COVID pandemic. • Is there a reason licensors would be reluctant to share the 76-page checklist for a provider to reference? <ul style="list-style-type: none"> ○ I don't think they have ever been asked to, and it is a public document. It will not be exactly what the licensor uses when they do a site visit, but if you are in compliance with everything on that document, you will do great.
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	<ul style="list-style-type: none"> • We are told as a provider the licensor will come unannounced. It would be better for providers to have an idea closer to when the monitoring visit will be, rather than the provider feeling reactive for the visit. <ul style="list-style-type: none"> ○ The unannounced monitor visit comes from the Child Care and Development Fund (CCDF). We would be open to letting you know when we are coming the day of, and are open to talking about that. • Will there be an opportunity to discuss the feedback that we provided during the Jamboard activity? <ul style="list-style-type: none"> ○ Yes, we definitely will discuss your feedback. Your feedback will be used to create recommendations, as well. • Can we make time to review the federal requirements? I think we should be looking into the federal requirements from the Block Grant and where we have more room. <ul style="list-style-type: none"> ○ The Child Care Development Fund (CCDF) will be a topic at a future meeting. • I just know this topic has had great interest but so few providers are attending today. <ul style="list-style-type: none"> ○ The recording will go out to everyone on our distribution list and we encourage feedback from those who could not attend.
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Early Learning Guidebook

DCYF Monitoring Registry Training Analyst Jody Hitchings provided an overview and had a discussion of the Early Learning Guidebook.

- [Child Care and Early Learning Licensing Guidebook – English](#)
- [Child Care and Early Learning Licensing Guidebook – Somali](#)
- [Child Care and Early Learning Licensing Guidebook – Spanish](#)
- [Early Learning Guidebook Discussion Question Responses and Feedback](#)

Discussion	<ul style="list-style-type: none"> • Showing folks how to find something is SO HELPFUL. Often we're just told "it's on the website" • Any chance a provider can order a hard copy of the guidebook? <ul style="list-style-type: none"> ○ DCYF will not be providing hard copies of this guidebook, the main reason is because it is a live document and we will be updating it. • How does DCYF plan to make sure there is equitable access to a "live" document? What about providers in communities with little internet access? Lack of access to electronics? Languages? <ul style="list-style-type: none"> ○ That is a really great question, we do have two more languages in the guidebook coming soon. It is a priority for DCYF to make this accessible and easy to use. I think individuals who need additional assistance with access to this guidebook can connect with their licensor and DCYF can assist with how to print the guidebook. • Having some hard copies available in various languages would remove access barriers to new and current providers. • If it's a 'live' document, how will we know when it has been adjusted or updated? <ul style="list-style-type: none"> ○ Any change or update to the guidebook is sent out via our listserv. It is sent out to all licensed providers of the change or update. • Providing hardcopies could be part of the "ask" from this workgroup. It also meets the various learning styles of our state's provider base. • There are not many providers in this meeting, but if at least 25% on the call today are suggesting the need for hard copies, it would be great to consider our voices. • I think adding where to find most current information is useful as well as a summary document of the changes made that could easily be printed as a supplement. • Will the changes made to the living document be easily identified? Or will a summary of changes be shared when the change is made? <ul style="list-style-type: none"> ○ I can assure you we will figure out a system on how folks can see exactly what was changed rather than searching the 400-page document to try and find them. We do not have a system for that yet, but are working on it.
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	<ul style="list-style-type: none">• I could see there being a link on the guidebook page to request a hard copy or request additional support with the guidebook (like technical support from a licensor or other staff)• It's true that an Assistant Teacher can be alone with children. The chart needs an asterisk or something to reflect the true language.<ul style="list-style-type: none">○ If you see something in the guidebook that doesn't look quite right, feel free to reach out to bestforkids@dcyf.wa.gov.• What length of delay is "typical" from WAC change to guidebook updates?<ul style="list-style-type: none">○ This is brand new so we don't have any data or experience with the length of a delay. We are moving into that phase now to establishing a system in sharing regular updates.• Maybe this group should discuss recommendations on a timeline for the updates? I.e. the guidebook should be updated within 60 days of a WAC change.
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Closing Remarks/Adjourn

- [Meeting Reflection Question Responses and Feedback](#)

Next Steps/Follow Up	<ul style="list-style-type: none">• The next Fair Start for Kids Act Temporary Licensing Subcommittee meeting will be on March 16, 2022 from 9:00am-12:00pm.
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