



California Child Care Resource & Referral

NETWORK



Data Standardization Project 2020 Training

My Child Care Plan Database

Audience View & Instructions

- Everyone is auto-muted
- Feel free to use the Chat feature or unmute yourself with any questions



What is DSP?

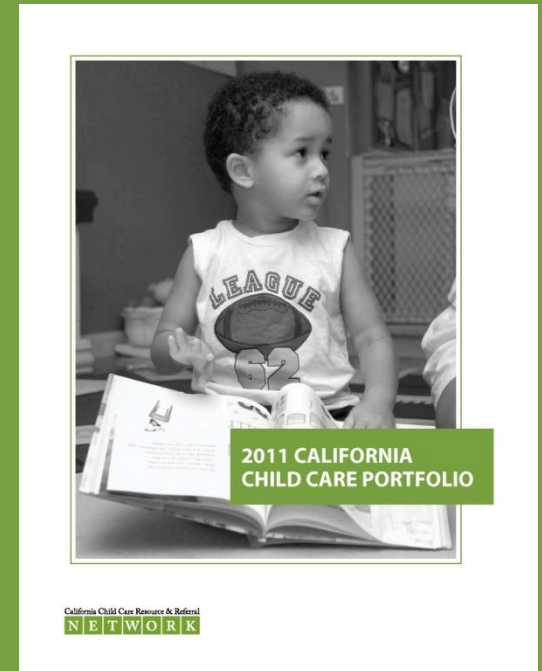


The Data Standardization Project (DSP) is a statewide effort to collect standard child care data. R&R agencies worked together to choose both provider and client data elements to collect and report to the Network every two years.



How we use this Data

- The Network uses this data to document the statewide child care supply and demand, which is compiled in the *Child Care Portfolio*
- This data informs policy makers, advocates and the general child care community.
- Available on the Network's website:
www.rrnetwork.org/research/child_care_portfolio



Timeline

2019 DSP

January 2019: Provider data collection

Summer 2019: Caller data collection



2021 DSP

January 2021: Provider data collection

Summer 2021: Caller data collection



2020 Portfolio

California Family & Child Data

The 2019 California Child Care Portfolio, the 12th edition of a biennial report, presents a unique portrait of child care supply, demand, and cost statewide and county by county, as well as data regarding employment, poverty, and family budgets. The child care data in this report was gathered with the assistance of local child care resource and referral programs (CCR&R). CCR&R work hard to help parents find child care that best suits their family and economic needs. They also work to build and support the delivery of high-quality child care services in diverse settings throughout the state. To access the full report summary and county pages, go to our website at www.mmrwork.org.

PEOPLE*	STATE			UNITED STATES		
	2016	2018	CHANGE	2016	2018	CHANGE
Total population of children	36,334,452	36,864,136	1%	343,322,413	327,342,014	5%
Number of children 0-12	6,632,421	6,579,455	-1%	52,771,425	51,565,486	-2%
Under 2 years	962,686	948,225	-1%	3,965,133	3,718,136	-3%
2 years	498,762	490,147	-2%	3,082,154	3,075,437	-0.02%
3 years	361,667	366,599	1%	2,082,247	2,076,522	-0%
4 years	301,451	303,637	1%	1,940,256	1,935,114	-0%
5 years	198,282	206,494	1%	1,052,113	1,038,118	-1%
6-10 years	2,096,014	2,076,058	-1%	26,049,383	26,369,091	1%
11-12 years	1,026,465	1,055,096	1%	8,370,789	8,319,492	-1%

LABOR FORCE**	STATE			UNITED STATES		
	2016	2018	CHANGE	2016	2018	CHANGE
Two-parent families, both parents in labor force	1,655,026	1,673,739	1%	14,030,326	14,061,999	0%
Single-parent families, parent in labor force	966,196	952,571	-1%	6,906,143	6,808,051	-1%

*Due to the availability of data in the US Census Bureau's ACS, these numbers do not include unremarried two-parent families or families with same-sex parents.

POVERTY†	STATE			UNITED STATES			FAMILIES IN POVERTY IN 2019*	
	2016	2018	CHANGE	2016	2018	CHANGE	STATE	US
Number of people living in poverty	5,525,124	4,966,136	-10%	48,208,946	48,812,135	1%		
Children 0-17 living in poverty	698,187	605,735	-13%	6,148,828	6,491,054	5%	14%	15%
Children in subsidized care†	375,309	332,264	-7%	N/A	N/A	N/A		

CHILD CARE AND FAMILY BUDGETS**		
Income (Single Family Without Subsidy)	Income (Single Family With Subsidy)	Median Family Income†
<p>2019 Annual Income: \$34,427</p> <p>35% Housing 21% Subsidizable Expenses 24% Preschooler 20% Family needs</p>	<p>2019 Annual Income: \$34,427</p> <p>35% Housing 15% Family for the 2019 year 22% Family needs</p>	<p>2019 Annual Income: \$81,342</p> <p>27% Housing 16% Subsidizable Expenses 48% Family needs</p>

The 2019 Child Care Portfolio is produced by the California Child Care Resource & Referral Network (CCR&R) and MMR. www.mmrwork.org

2022 Portfolio





POLL





Section 1: Provider Data Elements



Who should be in your provider database?



- All active, licensed centers and family child care homes who receive referrals from your R&R
- All active, licensed centers and family child care home providers who do not receive referrals from your R&R (**Non-Referral** providers)
- All active, license-exempt, center-based programs

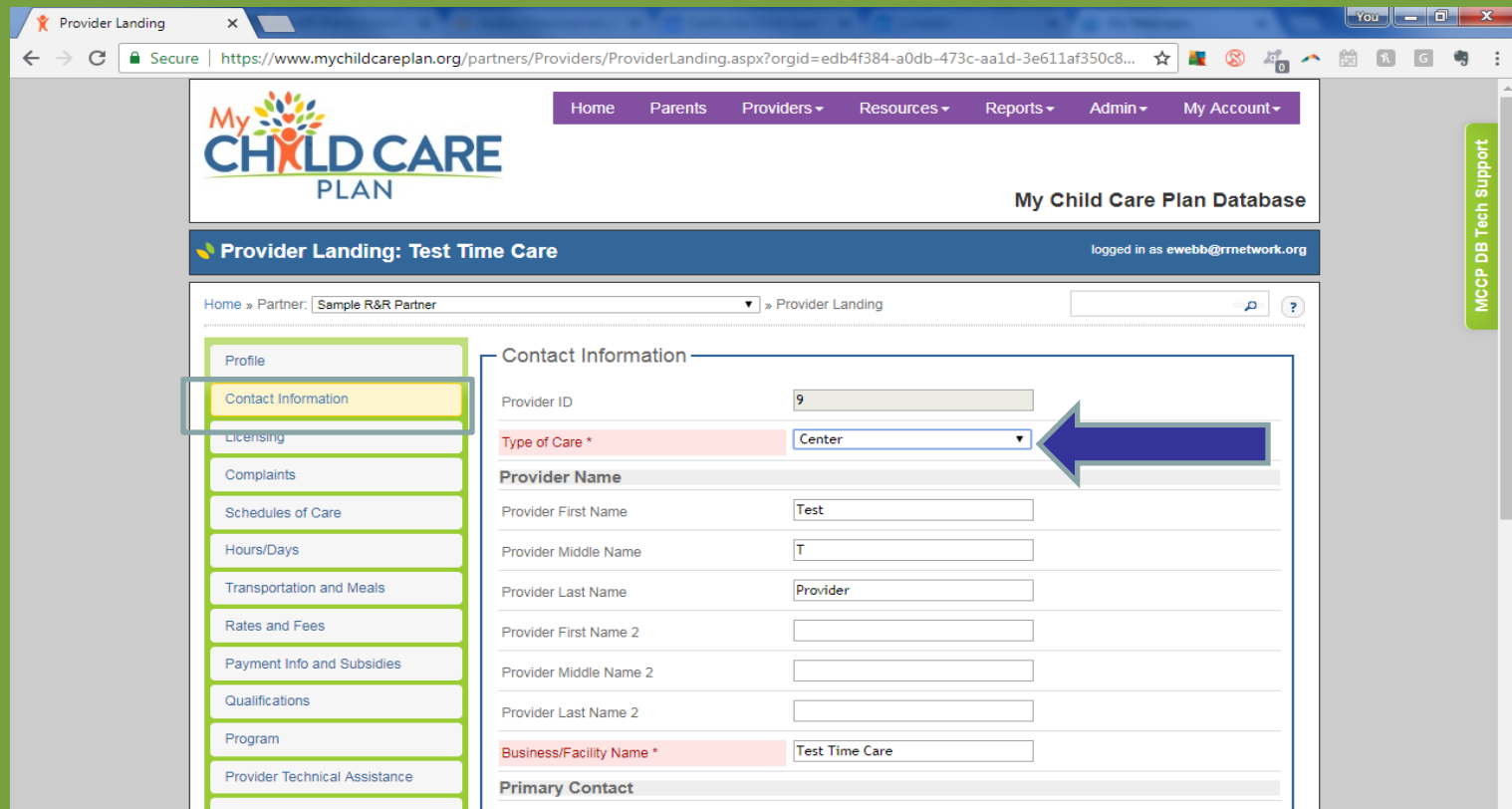
Type of Care: Active, Licensed Center



Active, licensed child care centers

- DSP tracks all active child care centers with a day care license from Community Care Licensing.
 - Private, for-profit and non-profit centers;
 - Head Start centers;
 - CDE-contracted centers with full-time and/or part-time programs; and
 - Licensed centers that define themselves as co-ops, nursery schools, preschools and school age programs.

Type of Care: Active, Licensed Center



The screenshot displays the 'Provider Landing' page for 'Test Time Care' on the My Child Care Plan website. The page is titled 'Provider Landing: Test Time Care' and shows the user is logged in as 'ewebb@rnetwork.org'. The 'Type of Care' dropdown menu is set to 'Center', which is highlighted with a blue arrow. The left sidebar menu is also visible, with 'Contact Information' selected.

My Child Care Plan Database

Home Parents Providers Resources Reports Admin My Account

Provider Landing: Test Time Care logged in as ewebb@rnetwork.org

Home » Partner: Sample R&R Partner » Provider Landing

Contact Information

Provider ID: 9

Type of Care *: Center

Provider Name

Provider First Name: Test

Provider Middle Name: T

Provider Last Name: Provider

Provider First Name 2:

Provider Middle Name 2:

Provider Last Name 2:

Business/Facility Name *: Test Time Care

Primary Contact

Profile

Contact Information

Licensing

Complaints

Schedules of Care

Hours/Days

Transportation and Meals

Rates and Fees

Payment Info and Subsidies

Qualifications

Program

Provider Technical Assistance

MCCP DB Tech Support

Type of Care: Active, Licensed FCCH



Active, licensed family child care homes

- DSP tracks all active small and large family child care homes with a family day care home license from Community Care Licensing.

Type of Care: Active, Licensed FCCH

Provider Landing

Home Parents Providers Resources Reports Admin My Account

My CHILD CARE PLAN

My Child Care Plan Database

Provider Landing: Test Time Care logged in as ewebb@rrnetwork.org

Home » Partner: Sample R&R Partner » Provider Landing

Profile

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Qualifications

Program

Provider Technical Assistance

Comments

Contact Information

Provider ID 9

Type of Care * Family Child Care

Provider Name

Provider First Name * Test

Provider Middle Name T

Provider Last Name * Provider

Provider First Name 2

Provider Middle Name 2

Provider Last Name 2

Business/Facility Name Test Time Care

Primary Contact

MCCP DB Tech Support

Type of Care: License-Exempt Centers



- Common types of license-exempt school-age programs include:
 - 21st Century Community Learning Centers
 - After-School Education and Safety Programs (ASES)
 - Boys and Girls Clubs
 - License-exempt YMCA programs
 - License-exempt Park and Recreation programs
 - License-exempt programs run through the city/town
 - Other license-exempt private, for- and non-profit fee based programs

Type of Care: License-Exempt Centers

The screenshot displays the 'My Child Care Plan Database' interface. The top navigation bar includes links for Home, Parents, Providers, Resources, Reports, Admin, and My Account. The main header shows the 'My Child Care Plan' logo and the text 'My Child Care Plan Database'. Below this, a blue banner indicates 'Provider Landing: Test Time Care' and 'logged in as ewebb@rnetwork.org'. The main content area is titled 'Provider Landing' and features a sidebar with a menu of options: Profile, Contact Information, Licensing (highlighted with a blue box), Complaints, Schedules of Care, Hours/Days, Transportation and Meals, Rates and Fees, Payment Info and Subsidies, Qualifications, Program, and Provider Technical Assistance. The 'Licensing Information' section is expanded, showing 'License Numbers' with fields for License Number (012345678), Infant License Number, School Age License Number, Additional License 1, and Additional License 2. A 'Regulation *' dropdown menu is set to 'Exempt', with a large blue arrow pointing to it. Below this is the 'Capacity' section, which includes 'Ages Served *' with three checked options: 'Infants (0 to 23 months)', 'Preschool (2 to 5 years)', and 'School Age (6 years and older)'. A vertical sidebar on the right edge of the page reads 'MCCP DB Tech Support'.



Type of Care: Active Providers



- Currently serving children;
- Willing to care for children, even if they do not have children currently enrolled;
- On probation but still serving children;
- Taking a vacation or break when you conduct your updates, but will be caring for children at some time during the next calendar year;
- Closed when you conduct your update, but will be caring for children during next calendar year (Ex: migrant child care programs or centers operating during ski season).

These providers may or may not be receiving referrals from your agency.

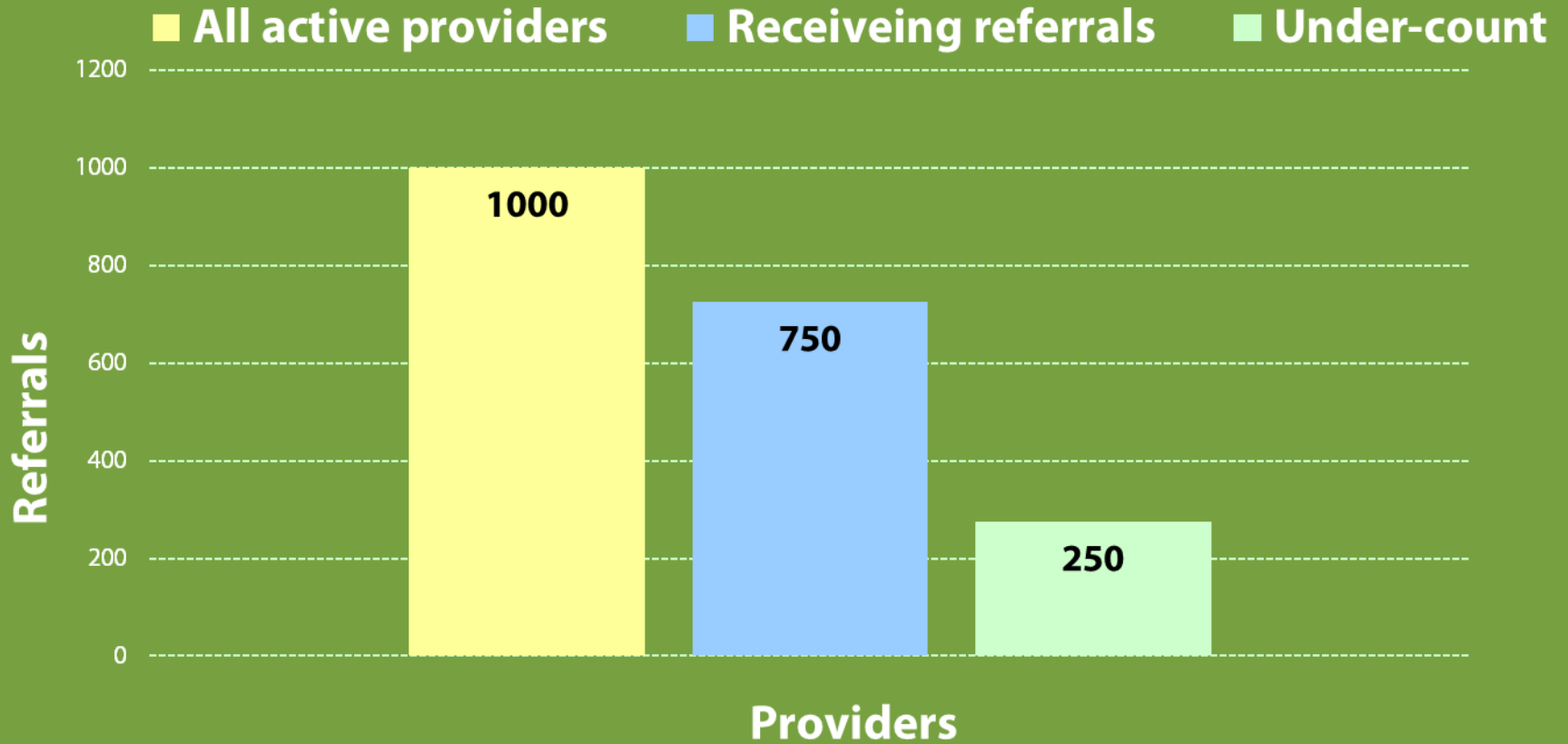
Type of Care: Non-Referral Providers



- Providers that are licensed and active but do not want referrals from your R&R agency.
- For these providers, collect at a minimum:
 - Provider name
 - Location street address
 - Location city
 - Location zip code
 - Location county
 - Referral phone number
 - Licensed capacity

Collect and report all *active, licensed* homes and centers *even if they are not currently accepting referrals* from your R&R program.

Type of Care:



Before we move on



1 Center = 1 Facility = 1 Record

- A child care center is defined as one physical site that has one or more licenses from CCL. Each child care center should have one database record.
- If a child care center is licensed to serve more than one age group, then the multiple license information is recorded within the provider's database record.
- If a group of child care centers are administered by a single agency, such as the YMCA, each center or site should have its own record.

Before we move on *(cont.)*



Exception to 1 Center = 1 Record Rule

- Please create two records if the center has a license-exempt, school-age program in addition to a licensed infant and/or preschool program.
- If you create two records in the following cases, the Network will combine these records for DSP.
 - A center with distinct school-year and summer programs; and
 - A center with a full-day, General Child Care Program and a part-day State Preschool or Head Start program.
 - A facility with two licenses for different age groups

Before we move on *(cont.)*



1 Family Child Care Home = 1 Record

- Information for each active family child care home with a license from Community Care Licensing should be recorded within one database record.



POP QUIZ!





Sunshine Child Care located at 123 Main Street has an AM Program and a PM Program for preschoolers. Will this be counted as one or two records for the DSP?

- A. One record
- B. Two records
- C. None of the above

2. Provider Name



Child Care Center Name

- “Name of the Facility” on the center’s license.
- When one or more centers have the same name, please use a geographical reference, so the Network will know these are two separate facilities.

Example

YMCA/South Valley

YMCA/North Valley

Kindercare/New Town

Kindercare/Old Town

2. Provider Name

The screenshot shows a web browser window displaying the 'My Child Care Plan Database' interface. The page title is 'Provider Landing: Test Time Care'. The user is logged in as 'ewebb@rnetwork.org'. The main content area is titled 'Contact Information' and contains several form fields. A blue arrow points to the 'Business/Facility Name' field, which contains the text 'Test Time Care'. The 'Type of Care' dropdown menu is set to 'Center'. The 'Provider Name' section includes fields for 'Provider First Name' (Test), 'Provider Middle Name' (T), and 'Provider Last Name' (Provider). The 'Primary Contact' section includes fields for 'First Name' and 'Last Name'. A vertical sidebar on the right side of the page is labeled 'MCCP DB Tech Support'.

Section	Field	Value
Contact Information	Provider ID	9
	Type of Care *	Center
Provider Name	Provider First Name	Test
	Provider Middle Name	T
	Provider Last Name	Provider
Provider Name 2	Provider First Name 2	
	Provider Middle Name 2	
	Provider Last Name 2	
Business/Facility Name *	Business/Facility Name *	Test Time Care
Primary Contact	First Name	
	Last Name	

Provider Name



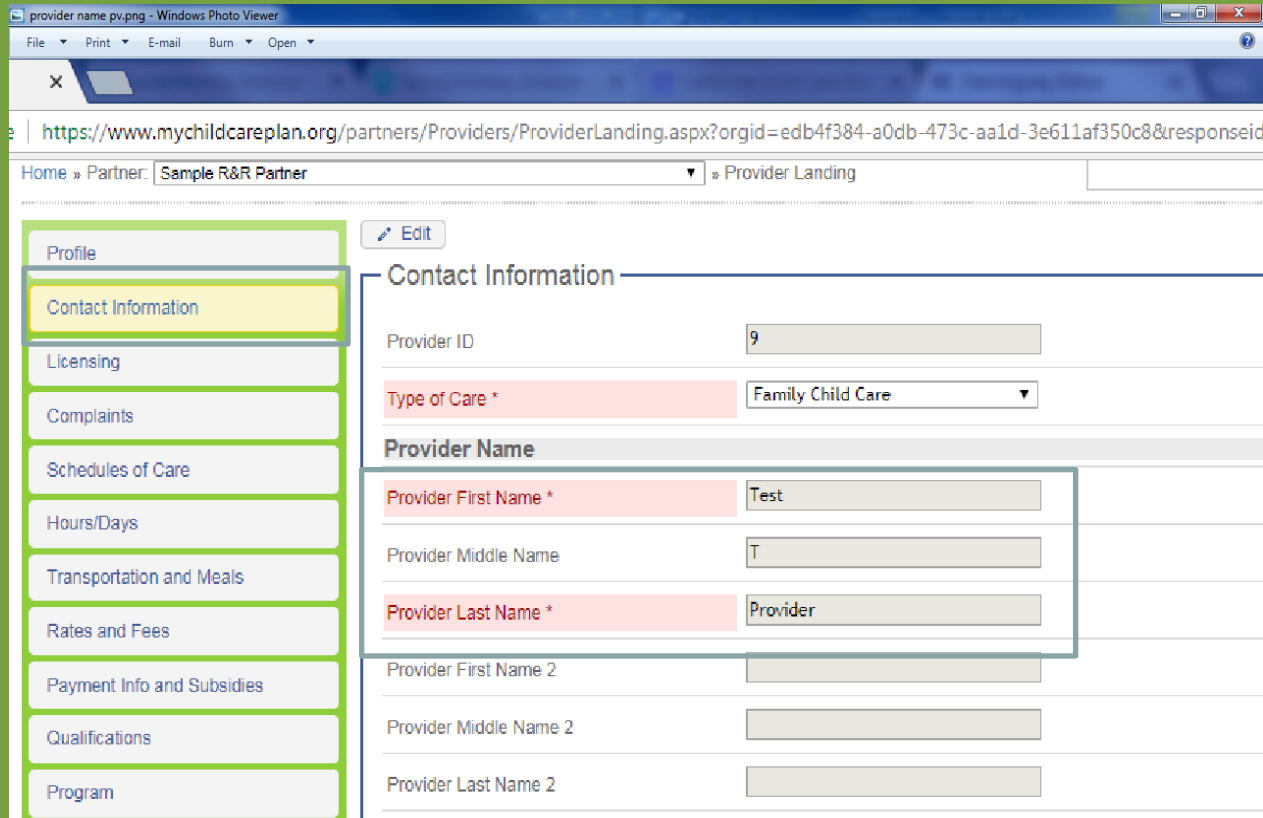
Family Child Care Home Name

- Name for “This License To” on the license. This is the individual’s name, not a business name.

Example

Maria Garcia not Garcia Family Day Care

Provider Name



provider name pv.png - Windows Photo Viewer

File Print E-mail Burn Open

https://www.mychildcareplan.org/partners/Providers/ProviderLanding.aspx?orgid=edb4f384-a0db-473c-aa1d-3e611af350c8&responseid

Home » Partner: Sample R&R Partner » Provider Landing

[Profile](#)

Contact Information

[Licensing](#)

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[Qualifications](#)

[Program](#)

[Edit](#)

Contact Information

Provider ID: 9

Type of Care *: Family Child Care

Provider Name

Provider First Name *: Test

Provider Middle Name: T

Provider Last Name *: Provider

Provider First Name 2:

Provider Middle Name 2:

Provider Last Name 2:

3. Location: Address, City and Zip Code



The location information is where the child care actually takes place.

- We use the location information to describe where child care services are available for the families in your county.
- For that reason, this information should not be a mailing address or the address of an administrative office!

Location: Address, City and Zip Code



A note about center and home street addresses.

- If you only have a P.O. Box for the street address, please use cross-streets instead of the P.O. Box.
- Street addresses allow us to analyze and display the child care supply in a variety of ways, such as by census tract or school district.
- Street addresses allow us to produce pin-point maps of the child care centers in your county, with your approval.
- Street addresses make it easier for the Network to check for duplicates.

3. Location: Address, City and Zip Code

Facility Address

Street Address Line 1  *

123 Main Street

Street Address Line 2

City *

San Andreas

ZIP Code *

95249

Cross Streets 

Neighborhood

- Temescal
- Rockridge
- Dimond District
- Adam's Point

Region

- Region 1
- Region 2
- Region 3

4. Telephone Numbers



Referral Area Code and Phone Number

- The area code and telephone number that R&Rs give to parents as part of a child care referral.

Business/RMR Survey Area Code and Phone Number

- The area code and phone number the RMR Survey will use to gather rate and enrollment information, *if it is different from the referral number.*

4. Telephone Numbers

telephone numbers pv.png - Windows Photo Viewer

File Print E-mail Burn Open

First Name

Last Name

Title

Phone (ex: 415-555-1212)

Extension

Email landerson@trcac.org

Contact Information

Business/Survey Phone (ex: 415-555-1212)

Business/Survey Extension

Referral/Facility Phone (ex: 415-555-1212) * (209) 555-1212

Referral/Facility Extension

Cell Phone (ex: 415-555-1212)

Fax (ex: 415-555-1212)

landerson@trcac.org

5. Licensed Capacity



Child Care Center Capacity

- Licensed capacity for a child care center is the maximum number of children, within a particular age group, that a provider can legally care for, according to the provider's license.
- The age groups are:
 - Infants: 0-23 months
 - Preschool: 2 to 5 years, 11 months
 - School-age: 6 years or older

Family Child Care Home Capacity

- The licensed capacity for a small family child care home is eight children.
- The licensed capacity for a large family child care home is 14 children.

*Do not track desired capacity here, stay consistent with Community Care Licensing

Licensed Capacity:



Toddler and School-age Options:

Some preschool licenses for child care centers have a toddler and/or school-age option, which allow the provider to fill a specified number of preschool spaces with either toddlers or school age children.

For DSP Purposes:

- The preschool capacity should be recorded as the original preschool capacity on the license.
- The number of toddlers or school-age children allowed in the options should not be deducted from the preschool capacity.
- The number of toddlers or school-age children allowed should not be added to the infant or school age capacity.

Licensed Capacity



Example:

A center has a preschool license for 25 with a toddler option of 5.

- Please enter “25” in the preschool capacity field.
- Do not add “5” to the preschool capacity field.

5. Licensed Capacity

Provider Landing

Secure | <https://www.mychildcareplan.org/partners/Providers/ProviderLanding.aspx?orgid=edb4f384-a0db-473c-aa1d-3e611af350c8...>

Toddler Option Yes No

School Age Option Yes No

Capacity Notes

Licensed Infant Capacity *

Licensed Preschool Capacity *

Licensed School Age Capacity *

License-Exempt Enrollment *

Infant Vacancies

Preschool Vacancies

School Age Vacancies

Vacancies Last Updated

Status

Is provider active? * Yes No

Referral Status *

Trustline

Status Notes

MCCP DB Tech Support

6. Desired Capacity



Desired capacity is for Family Child Care Homes only.

- Desired capacity is the number of children the family child care provider chooses to serve at any one time.
- A family child care home provider could choose to serve as many children as they are allowed (their licensed capacity) or fewer children (their desired capacity).
- We are collecting this information to get a more accurate picture of the true family child care home supply available for parents.

Remember, the desired capacity could be equal to or less than the licensed capacity, but never more than the licensed capacity.

Desired Capacity



Example:

A family child care provider is licensed to care for 8 children. However, she never serves more than 3 children at one time.

- Licensed capacity = 8
- Desired capacity = 3



POP QUIZ!





A center provider has a license to serve 40 preschoolers with a toddler option of 10. What are the correct capacities to record for this provider?

- A. Preschool Capacity-40; Infant Capacity-0
- B. Preschool Capacity-50; Infant Capacity-0
- C. Preschool Capacity-40; Infant Capacity-10
- D. Preschool Capacity-50; Infant Capacity-10



7. Full-Time or Part-Time Care



Full-time and part-time care are defined by the schedules available to the children. It does not refer to how many hours the facility is open for business.

Full-time care = 30 hours or more per week

Part-time care = less than 30 hours per week

Full-Time or Part-Time Care



Example

A Head Start program is open from 8:00 AM to 5:00 PM (45 hours per week) but only offers three-hour sessions for the children each day (15 hours per week). This Head Start provider offers part-time care only.

7. Full-Time or Part-Time Care

The screenshot displays a web application interface for managing provider information. On the left is a vertical sidebar with menu items: Profile, Contact Information, Licensing, Complaints, Schedules of Care (highlighted in orange), Hours/Days, Transportation and Meals, Rates and Fees, Payment Info and Subsidies, Qualifications, Program, Provider Technical Assistance, Comments, Referral History, and Update Log. The main content area is titled 'Schedule Information' and features three buttons at the top: 'Edit', 'Print Page', and 'Print Provider Record'. Below the title, there are two sections for selecting care schedules. The first section, 'Weekly Schedule*', has a pink background and contains radio button options: Full-time (checked), Part-time, Drop-in, Evening, Overnight, Before School, After School, Rotating Schedule, and Weekends. The second section, 'Yearly Schedule *', also has a pink background and contains radio button options: Full year (checked), School year only, and Summer only. At the bottom of the main area is a 'Schedule Notes:' section with a rich text editor toolbar including options for Normal, bold, italic, underline, list, and other text formatting tools.

8. Year Schedule of Care Available



- **Full year** - Care is available 12 months a year, including when school is in session, during the summer, and off-track for year round schools. The provider may or may not be open during holidays and vacations.
- **School year only** - Care is available ONLY when school is in session, not during off-track months or summer vacations.
- **Summer only** - Care is available ONLY during the summer when school is not in session. The provider may or may not be open during summer holidays.

8. Year Schedule of Care Available

Profile

Contact Information

Licensing

Complaints

Schedules of Care

Hours/Days

Transportation and Meals

Rates and Fees

Payment Info and Subsidies

Qualifications

Program

Provider Technical Assistance

Comments

Referral History

Update Log

Edit Print Page Print Provider Record

Schedule Information

Weekly Schedule*

- Full-time
- Part-time
- Drop-in
- Evening
- Overnight
- Before School
- After School
- Rotating Schedule
- Weekends

Yearly Schedule *

- Full year
- School year only
- Summer only

Schedule Notes:

Normal T A B / U List Bulleted List Numbered List Decrease Indent Increase Indent Undo Redo Bold Italic

9. Other Schedules of Care Available



Day Schedules:

- **Drop-in** - Care available on an occasional or on-call basis.
- **Evening** - Care available after 7PM and before 10PM, and the child does not spend the night.
- **Overnight** - Care available overnight, available after 10PM and before 6AM the following day
- **Before school** – Care available for school-age children (including kindergarteners) before school starts in the morning.
- **After school** – Care available for school-age children (including kindergarteners) after school ends in the afternoon.

Other Schedules of Care Available



Week Schedules:

- **Rotating schedule** - Care available for a variable weekly or monthly schedule that corresponds with a parent's work schedule.
- **Weekends** - Care available on Saturdays or Sundays.

9. Other Schedules of Care Available

Profile

Contact Information

Licensing

Complaints

Schedules of Care

Hours/Days

Transportation and Meals

Rates and Fees

Payment Info and Subsidies

Qualifications

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Comments

Referral History

Update Log

Edit Print Page Print Provider Record

Schedule Information

Weekly Schedule*

- Full-time
- Part-time
- Drop-in
- Evening
- Overnight
- Before School
- After School
- Rotating Schedule
- Weekends

Yearly Schedule *

- Full year
- School year only
- Summer only

Schedule Notes:

Normal [Rich Text Editor Icons]

10. Subsidized Providers



- A subsidized provider has a direct contract with a public funding source to fund permanent child care spaces at the center or family child care home.
- The four subsidy types are:
 - Head Start
 - CDE: State Preschool
 - CDE: All but State Preschool
 - Other Public Contract

Remember, subsidized providers are not defined as those who are reimbursed through voucher programs, such as the AP Program. Please do not use “CDE Contract” or “Other Public Contract”.

Subsidized Providers



CDE: State Preschool

- Center has a contract with the CDE for a California State Preschool program, a part-day/full-day comprehensive developmental program for three to five year old children from low-income families.

CDE: All but State Preschool

- Center or home has a direct contract with CDE for spaces at the facility for General, Migrant, Campus, ASES, 21st CCLC, and Severely Handicapped Child Care Programs.

Head Start

- Center or home has a Head Start or Early Head Start contract

Other public contract

- Center or home has a direct contract with a town, city or county government to fund permanent spaces at the center/home. Many counties do not have centers with other public contracts.

10. Subsidized Providers



[Profile](#)

[Contact Information](#)

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[Edit](#) [Print Page](#) [Print Provider Record](#)

Payment Info and Subsidies

Payment Info

Profit/non-profit

Liability Insurance Yes No

Subsidies

Employer Sponsored Yes No

Accepts Subsidized Payment Yes No

Head Start * Yes No

CDE: State Preschool * Yes No

CDE: All but State Preschool * Yes No

Other Public Contract * Yes No

Other Subsidy Programs

Bridge Yes No

Subsidy Capacity




11. Languages Spoken by the Provider



- DSP tracks the languages spoken by the staff at the child care center or family child care home when caring for children.
- DSP tracks the six most frequently spoken languages in California and other additional languages:
 - English
 - Spanish
 - Chinese
 - Tagalog
 - Korean
 - Vietnamese
 - Other

Languages Spoken by the Provider

- 
- Many agencies track additional languages spoken by providers. R&Rs can track as many additional languages as necessary.
 - MCCP has a list of 19 languages
 - If all your providers speak English, check “English”. Otherwise, the Network will not know what language the provider speaks.

11. Languages Spoken by the Provider



[Print Provider Record](#)

Program

Language of Care ⓘ *

<input type="checkbox"/> Amharic	<input type="checkbox"/> Hindi	<input type="checkbox"/> Spanish
<input type="checkbox"/> Arabic	<input type="checkbox"/> Korean	<input type="checkbox"/> Tagalog
<input type="checkbox"/> Armenian	<input type="checkbox"/> Farsi	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Chinese (Cantonese)	<input type="checkbox"/> French	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Chinese (Mandarin)	<input type="checkbox"/> Russian	<input type="checkbox"/> Tigrigna
<input type="checkbox"/> Chinese (Other)	<input type="checkbox"/> German	<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> English	<input type="checkbox"/> Sign Language	

If Other, please specify ⓘ

Affiliation ⓘ

<input type="checkbox"/> CAEYC	<input type="checkbox"/> National Association of Family Child Care
<input type="checkbox"/> Church	<input type="checkbox"/> Non-profit
<input type="checkbox"/> College	<input type="checkbox"/> Parks and Recreation Department
<input type="checkbox"/> Employer	<input type="checkbox"/> Private school

Navigation Menu:

- Profile
- Contact Information
- Licensing
- Complaints
- Schedules of Care
- Hours/Days
- Transportation and Meals
- Rates and Fees
- Payment Info and Subsidies
- Qualifications
- Program**
- Provider Technical Assistance



12. Child Care Food Program



- DSP is tracking if a provider is participating in the Child Care Food Program (CCFP), which is a state and federally-funded program that gives financial aid to licensed centers and homes for nutritious meals for children.
- The CCFP is administered on the state level by the California Department of Education. On the local level, the program is administered by a variety of agencies. As long as the provider is participating in the CCFP, it does not matter which local agency the provider contracts with for the CCFP.

12. Child Care Food Program

Child Care Food Program.png - Windows Photo Viewer

File Print E-mail Burn Open

Hours/Days

Transportation and Meals

Rates and Fees

Payment Info and Subsidies

Qualifications

Program

Provider Technical Assistance

Comments

Referral History

Update Log

Schools

- Oakland Technical High School
- Alameda High
- Donald Lum Elementary School

School District

- Oakland USD
- Piedmont USD

Transportation Notes

Meals

Meals available

- Breakfast
- AM Snack
- Lunch
- PM Snack
- Dinner
- None

Types of meals

- Vegetarian
- Gluten-free
- Kosher
- Nut-free
- Other

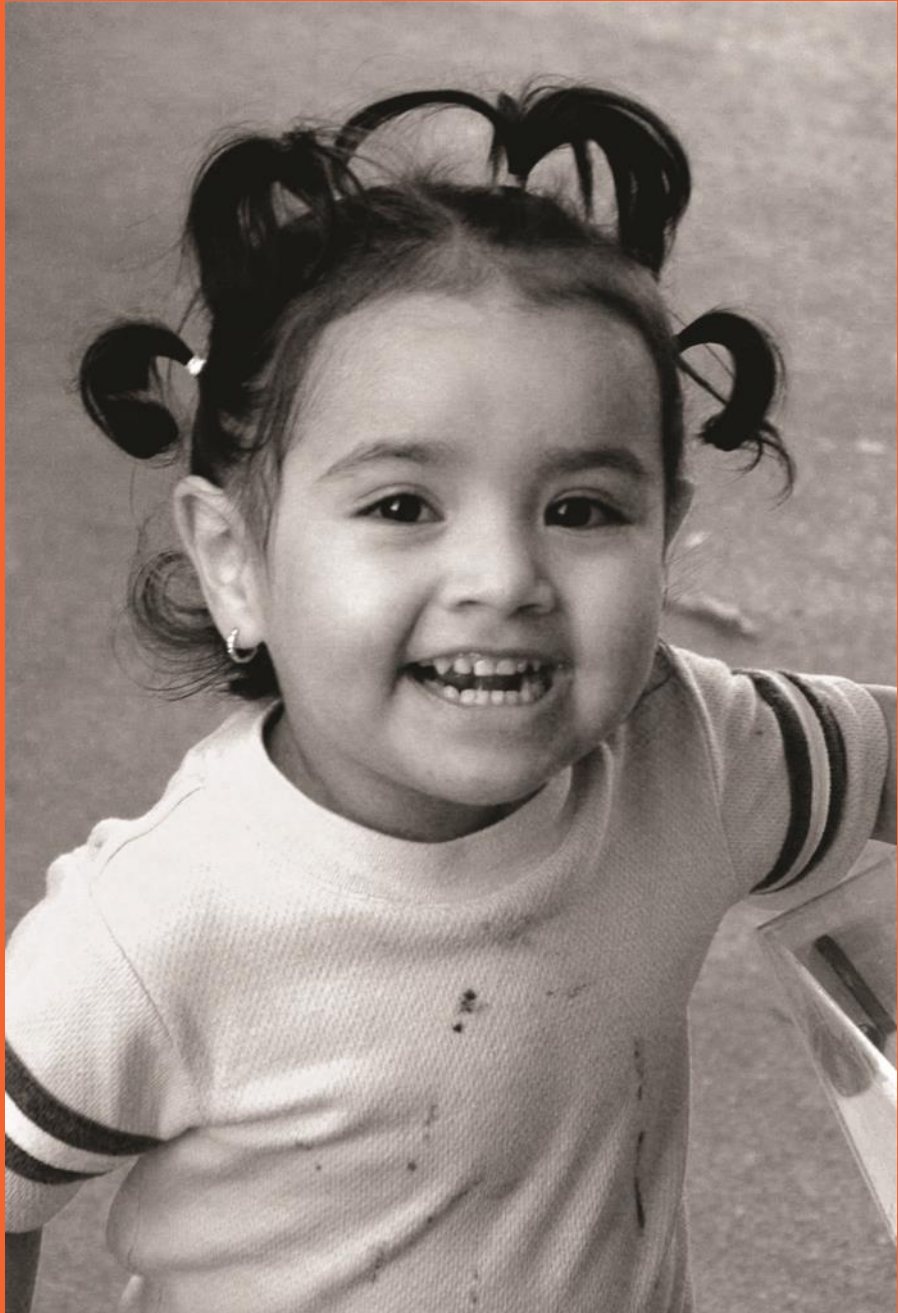
Child Care Food Program (CCFP) * Yes No

Meal Notes

MCCP DB Tech Support



Section 2: Client Data Elements



Before We Get Started



- Definition of a CLIENT – someone who is requesting a child care referral. The client could call you on the phone, drop-in to your R&R, or request a referral online.
- Every request for a child care referral, even if the parent has called before, should have its own database record.
- Because of the large number of referrals conducted by the R&Rs during the year, the Network only collects client data for the April, May, June quarter. We then estimate the total number of referrals, parents served, and children served for the entire year.

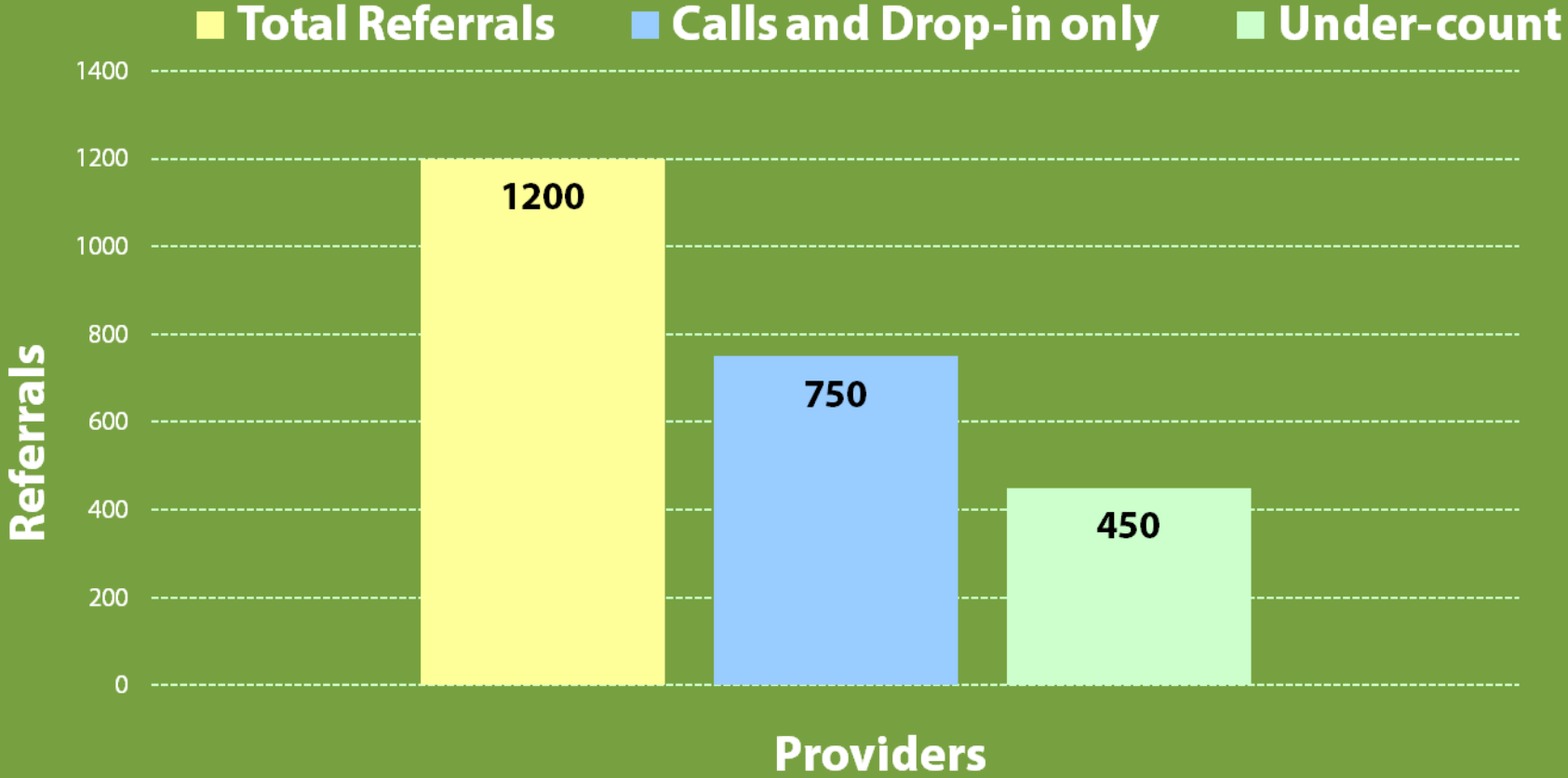
Before We Get Started



A Note about Web-Based Referrals

- Many R&Rs conduct online referrals. The DSP project needs to track the DSP information for each referral made online or we will seriously underestimate our referrals and the number of parents and children served.
- Your web-based referral form should include every DSP client data element with a definition for each field.
- The goal is to collect as much of the DSP client data from web-based referrals as we can.

Before We Get Started



1. Age When Care is Needed (by child)

We track the exact age, in years and months, the child will be when care is needed.



1. Age When Care is Needed (by child)

Parent Landing x

Secure | <https://www.mychildcareplan.org/partners/Parents/ParentLanding.aspx?orgid=edb4f384-a0db-473c-aa1d-3e611af350c8&pa...>

Child #1: 01/23/2016
Child #2: 04/26/2017

Language: English

Overarching Goals:
Want a place for my son to learn and grow.

Parent Child #1 Child #2 Add a Child Search

Edit

Child Information ?

Child ID: 2

Date of Birth: 01/23/2016

Date Care Is Needed: 07/20/2018

Type of care:
 Family Child Care
 Child Care Center
 In Home
 Other

Special Needs: Yes No

If yes, please explain: [Text Field]

Is transportation needed?: Yes No

School: [Dropdown]

Child's School Street Address 1: [Text Field]

Child's School Street Address 2: [Text Field]

Child's School City: [Text Field]

MCCP DB Tech Support

2. Type of Care Requested (by child)



DSP tracks the type of child care setting a parent requests for their children.

- Child Care Center
- Family Child Care Home
- In-home care
- Other

2. Type of Care Requested (by child)

Parent Child # 1 Child # 2 + Add a Child Search

Child Information Edit

Child Information ?

Child ID

Child First Name

Child Last Name

Date of Birth

Date Care Is Needed

Type of care Family Child Care
 Child Care Center
 In Home
 Other

Child Information
Hours/Days
Schedules of Care
Preferences
Update Log

3. Special Needs (by child)



DSP tracks requests for special needs care. Special needs is defined according to the Americans with Disabilities Act (ADA).

- **A special needs child is one whose physical or mental impairment substantially limits that child, to the degree that it is age appropriate, from caring for her or himself, from performing manual tasks, or from any other “major life activity,” such as walking, seeing, hearing, speaking, breathing, or learning.**
- **The R&R Network Data and Technology Committee has developed special needs categories matrix.**

Special Needs Matrix

Behavioral/Emotional Psychological: ADD/ADHD, Overly Aggressive, Bipolar

Special Health/Medical Needs: Asthma, HIV, Severe Allergies

Communication/Language: Speech/Language Delays, Stuttering, Cleft Palate

Physical Disability: Cerebral Palsy, Muscular Dystrophy, Epilepsy

Visual/Hearing: Blind, Deaf, Hearing impaired, Visually impaired

Developmental Delays (cognitive, physical, communication, social, emotional, adaptive):
Difficulty in learning to walk, climb, or play

Developmental Disability: Asperger's, Autism Spectrum Disorder, Down Syndrome

Learning Disability: Dyslexia


Requires Special Equipment, Dietary or Medication Needs: Insulin, Shots, Monitors,
Wheelchairs

Other Illness or Disorder: Parent does not specify or multiple disabilities

3. Special Needs (by child)

School Information

This is information all about the child and their school.


School 

Child's School Street Address 1

Child's School Street Address 2

Child's School City


Child's School ZIP Code

Special Needs  Yes No

If yes, please explain *

If yes, select all that apply *

- Behavioral/Emotional/Psychological
- Special Health/Medical Needs
- Communication/Language
- Physical Disability
- Visual/Hearing
- Development Delays
- Developmental Disability (Except Autism)
- Autism Spectrum Disorder
- Learning Disability
- Requires Special Equipment, Diet or Medication
- Other Illness or Disorder



4. Languages requested (by client)



- DSP tracks the languages the client wants the provider to speak when caring for their children.
- DSP tracks the six most frequently spoken languages in California and an “Other” language:
 - English
 - Spanish
 - Chinese
 - Tagalog
 - Vietnamese
 - Other

Languages Requested



- Many agencies track additional languages requested by parents. R&Rs can track as many additional languages as necessary, locally.
- However, if other languages are requested, “Other” should be checked and reported to the Network.
- If all your requests are for English-speaking providers, please check “English”. Otherwise, the Network will not know what language the client requested.

4. Languages requested (by child)

Child Information

Child ID * 1

Child First Name

Child Last Name

Date of Birth * 01 / 12 / 2018

Date Care Is Needed * 09 / 28 / 2020

Type of care

- Family Child Care
- Child Care Center
- In Home
- Other

Language of Care *

<input type="checkbox"/> Amharic	<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian
<input type="checkbox"/> Chinese (Cantonese)	<input type="checkbox"/> Chinese (Mandarin)	<input type="checkbox"/> Chinese (Other)
<input checked="" type="checkbox"/> English	<input type="checkbox"/> Hindi	<input type="checkbox"/> Korean
<input type="checkbox"/> Farsi	<input type="checkbox"/> French	<input type="checkbox"/> Russian
<input type="checkbox"/> German	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Spanish
<input type="checkbox"/> Tagalog	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Tigrigna	<input type="checkbox"/> Other	

5. Full-time or Part-time Care Requested (by child)



Full-time care is care requested for **30 or more hours per week.**

Part-time care is care requested for **less than 30 hours per week.**



Every child should have full-time, part-time or both recorded for each referral.

5. Full-time or Part-time Care Requested (by child)

Parent Child # 1 Child # 2 + Add a Child 🔍 Search

Edit

Child Information

Hours/Days

Schedules of Care

Preferences

Update Log

Schedules of Care ?

Weekly Schedule*

- Full-time
- Part-time
- Drop-in
- Evening
- Overnight
- Before School
- After School
- Rotating Schedule
- Weekends

Yearly Schedule *

- Full year
- School year only
- Summer only



6. Year Schedule of Care Requested (by child)



- **Full year** - Care is requested for 12 months a year, including when school is in session, during the summer, and off-track for year round schools. The care may or may not be requested during holidays and vacations.
- **School year only** - Care is requested ONLY when school is in session, not during off-track months or summer vacations.
- **Summer only** - Care is requested ONLY during the summer when school is not in session. The care may or may not be requested during summer holidays.

6. Year Schedule of Care Requested (by child)

Parent Child # 1 Child # 2 Add a Child Search

Edit

Schedules of Care ?

Weekly Schedule*

- Full-time
- Part-time
- Drop-in
- Evening
- Overnight
- Before School
- After School
- Rotating Schedule
- Weekends

Yearly Schedule *

- Full year
- School year only
- Summer only

7. Other Schedules of Care Requested (by child)



Day Schedules:

- **Drop-in** - Care needed on an occasional or on-call basis.
- **Evening** - Care needed after 7PM and before 10PM, and the child does not need to spend the night.
- **Overnight** - Care needed overnight at the provider's house or the child care center. Care needed after 10PM and before 6AM the following morning
- **Before school** - Care needed for school-age children (including kindergartners) before school starts in the morning.
- **After school** - Care needed for school-age children (including kindergartners) after school is over in the afternoon.

Other Schedules of Care Requested



Week Schedules:

- **Rotating schedule** - Care requested for a variable weekly or monthly schedule that corresponds with a parent's work schedule.
- **Weekends** - Care requested on Saturdays or Sundays.

7. Other Schedules of Care Requested (by child)

Parent Child # 1 Child # 2 + Add a Child Search

Edit

Schedules of Care ?

Weekly Schedule*

- Full-time
- Part-time
- Drop-in
- Evening
- Overnight
- Before School
- After School
- Rotating Schedule
- Weekends

Yearly Schedule *

- Full year
- School year only
- Summer only

8. Number of Children Needing Care (by client)

DSP tracks the number of children for whom the client is requesting child care.



8. Number of Children Needing Care (by client)

The screenshot displays the 'Parent Landing' page for a client named Otis, Jeremy. The page is divided into several sections:

- Summary:** Parent Name: Otis, Jeremy; Language: English; Overarching Goals: Want a place for my son to learn and grow.
- Children's Birthdates:** Child #1: 01/23/2016; Child #2: 04/26/2017.
- Last Contact:** Last Referral Search: NA.
- Navigation:** Tabs for 'Parent', 'Child #1', and 'Child #2'. A blue arrow points from the 'Child #2' tab to the 'Add a Child' button.
- Child Information Form (Child #2):**
 - Child ID: 2
 - Date of Birth: 01/23/2016
 - Date Care Is Needed: 07/20/2018
 - Type of care: Family Child Care, Child Care Center, In Home, Other
 - Special Needs: Yes, No
 - If yes, please explain: [Text input field]
 - Is transportation needed?: Yes, No
 - School: [Dropdown menu]
- Left Sidebar:** Child Information, Hours/Days, Schedules of Care, Preferences, Update Log.
- Right Sidebar:** M CCP DB Tech Support.

9. Reason Care is Needed (by client)



Employment - The client needs care for their children while they are working.

In school/training - The client needs care for their children while they are in school or in a training program.

Enrichment and development - The client is available to care for the child, but wants the child to attend child care for the child's enrichment and development.

Other parental needs - The client is not available to care for the child for reasons other than employment or school/training.

Reason Care is Needed (cont.)



Looking for work - The client needs care for their children while they are looking for work.

Alternate/back up care - The client needs back up care because his/her regular child care arrangement is unavailable.

Child Protective Services or respite referral - The client is referred by CPS or by another professional for child care.

Mildly ill child - The client needs child care for a mildly ill child who cannot attend school or his/her usual child care arrangement.

9. Reason Care is Needed (by client)

The screenshot shows a web browser window with the URL <https://www.mychildcareplan.org/partners/Parents/ParentLanding.aspx?orgid=edb4f384-a0db-473c-aa1d-3e611af350c8&pa...>. The page title is "Parent Landing". On the left, a navigation menu is visible with the following items: Information (highlighted in yellow), Addresses, Client Type Info, Call Backs, Technical Assistance, Referral History, and Update Log. The main content area is titled "Information" and contains the following fields:

- Parent ID: 2
- Client First Name: Jeremy
- Client Last Name: Otis
- Caller First Name: (empty)
- Caller Last Name: (empty)
- Language Spoken by Caller: English (dropdown)
- Home Phone Number (ex: 415-555-1212): (empty)
- Cell Phone Number (ex: 415-555-1212): (empty)
- Email: jotis@gmail.com
- Purpose of Call: (empty dropdown)
- City: Alameda
- ZIP Code: 94501

The "Reason for Care" section is highlighted with a blue box and a blue arrow pointing to it from the left. It contains the following options:

- Employed
- Looking for Work
- In school/training
- Other parental needs
- Child Protective Services
- Back-Up care
- Mildly Ill
- Enrichment

The "Overarching Goals" section contains the text: "Want a place for my son to learn and grow."

At the bottom of the page, there is a footer with the following information:

- Powered by [AJW Incorporated](#) ©2018
- California Child Care Resource & Referral NETWORK
- Contact MCCP DB Tech Support at 415.494.4650 help@mychildcareplan.org

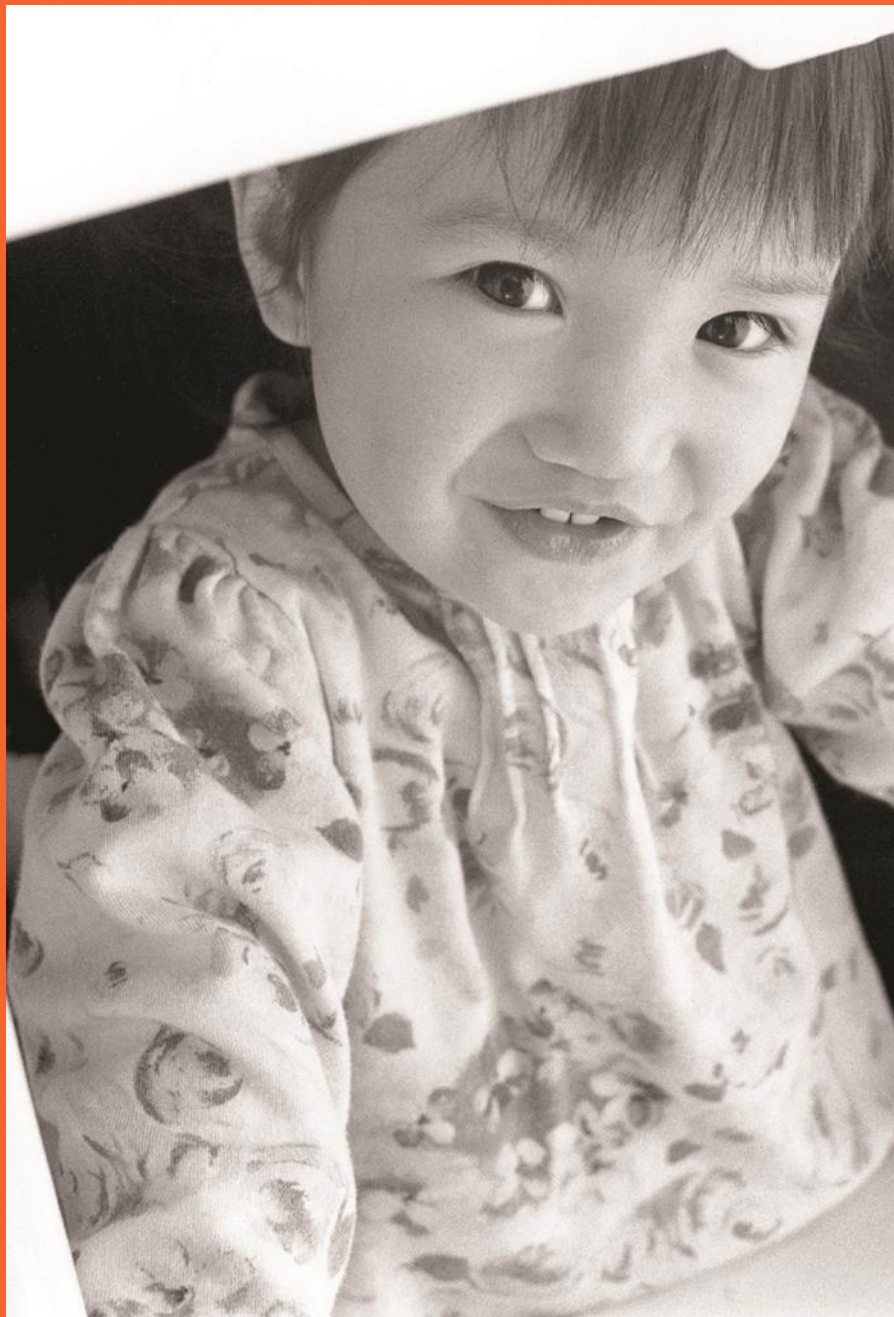
A vertical label "MCCP DB Tech Support" is visible on the right side of the page.

Data Collection Dates



Data collection dates:

Provider Data:	January 2021	Network pulls from MCCP
Client Data:	July 2021	Network pulls from MCCP
Portfolio Release:	2022	



Questions?



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