

ACTIVITY/SERVICES CODE DESCRIPTION MATRIX

I.

CODE	TITLE	DESCRIPTION
	I. Direct Services	
	Child Care Subsidy Management	
A	Child Enrollment	<p>Examples of such activities, which meet federal and state rules, to validate and support subsidized childcare placements are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Client Eligibility determination/redetermination <input type="checkbox"/> Placement <input type="checkbox"/> Eligibility Wait list maintenance <input type="checkbox"/> KidCare applications <input type="checkbox"/> Utilization & data management <input type="checkbox"/> MIS & data reporting <input type="checkbox"/> Provider payments <input type="checkbox"/> Attendance audits <input type="checkbox"/> Parent education of child care options and arrangements (voucher, contract, informal, center, family child care, faith-based, school-based) <input type="checkbox"/> Use of program specific information, which meets federal and state rules, to validate and support childcare placements.
	Parent/Child Services	
B	Social Services/Family Support	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct family inventory needs assessment and referrals as appropriate. <input type="checkbox"/> Examples of services that link parent/guardian to community services in an effort to meet indentified family need(s) or goals(s) are: <ul style="list-style-type: none"> o Short term/emergency intervention o Inter-agency/intra-agency staffing o Home visitation services o Case management o Client advocacy/interagency liaisons o Conduct family inventory needs assessment and referrals as appropriate.
C	Early Intervention	<ul style="list-style-type: none"> <input type="checkbox"/> Level 1 – Coordinate or administer age appropriate developmental screening for all required children as defined by contract. <input type="checkbox"/> Level 2 – Coordinate or conduct validation screening/assessment for children scoring below expected developmental levels based on Level 1 Screening. <input type="checkbox"/> Level 3 – Coordinate or conduct appropriate referral for validated scores below expected developmental levels. <input type="checkbox"/> Develop and implement an individual learning activity plan (ILAP) focusing on indentified developmental delays.

	Provider Services	
D	Provider Services – Local Match Development	Solicit funds from any entity, and negotiate formal agreements to provide local match funding which meets the federal/state requirements for subsidized childcare.
E	Provider Technical Assistance	A contact with childcare providers to assist with childcare subsidy program policies and procedures.
F	Voucher / Certificate Management	Examples of a process, regarding an agreement between the agency and the parents, and in turn, the parent and caregiver for the provision of services are: an orientation meeting, rate negotiation, voucher monitoring, and procedures to ensure state requirements are met for non-contracted, legal childcare.
G	Child Care Provider Sub Contract Management	The development and maintenance of a contract/subcontract/rate-agreement between the agency and the provider to provide childcare services to eligible children. Examples of this process are: recruitment, rate negotiation, initial assessment, and maintenance of contracted files to meet the federal/state requirements.

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	II. Quality Initiatives	
H	Parents As First Teachers	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and offer community/provider based training to enhance parent in parent involvement, skills and knowledge. <input type="checkbox"/> Provide information/resources to increase awareness of child and family-related issues and childcare options and services as is appropriate, i.e. vouchers, sub contracts, and informal childcare. <input type="checkbox"/> Provide information and develop resources that support family stability, effective life management skills and the concept of parents as their child’s first teacher. <input type="checkbox"/> Provide information and develop resources to increase awareness of child and family issues.
I	Health Services	Provide or coordinate health services which may include vision, dental, hearing, mental health, speech and language on children when needed or required.
	Provider Services	
J	Quality Assurance Monitoring	Validation of program activities to support developmentally appropriate practices and learning environments for school readiness.
K	Program Quality Technical Assistance	Activities/services and resources that promote the enhancement of quality in the childcare setting/environment.
L	Curriculum Support	Activities and services that promote effective teaching strategies.
M	Provider Staff Training	A unit of provider/staff training through course work, a workshop or conference (on or off site) which provides in-service training or

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		professional development opportunities for early care educators.
N	Staff Development Coordination	Examples of services are: developing articulation agreements with local educational institutions, coordinating training schedules, evaluating caregiver CDA status, advising providers on coursework needed to obtain CDA, monitoring of trainers, conducting needs assessments for training, and mailing training newsletters to providers.
O	Immunization Records Check	Examples of services which reviews a child's immunization record to determine if they are current and complete are: technical assistance, a referral to the appropriate health care facility and follow-up services.
P	Health/Safety/Nutrition Practices	<ul style="list-style-type: none"> ❑ Technical assistance which improves health and safety practices e.g., mailings, on site training, newsletters, health/safety monitoring, and facilitating or promoting health fairs. ❑ Provider/staff training in a workshop or conference (on or off site) which provides in-service training opportunities for early care educators to provide best practices in health, safety and nutrition.
Q	Community Outreach	<ul style="list-style-type: none"> ❑ Service, which allows participation in community wide events to promote, aggregate or gain knowledge of issues, related to childcare. ❑ Ability to conduct community assessments related to early care and service issues.
R	Children's Forum Resource & Referral	Child Care Resource & Referral
S	Child Care Training Services	Administer, coordinate, and conduct the Department of Children & Families child care training courses; supporting the Child Care Verification System, and maintain all pertinent documentation related to services.
T	Lunch break, leave, not working, work organization	Lunch, personal business break, vacation, holiday, sick leave, staff meetings, filing, organizational work. Also, not at work on the day when the time study was recorded or during extended breaks during that day.