

Sponsor Oversight Responsibilities

Sponsors of Day Care Homes

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Workbook Overview

- ▶ Good news!! No significant changes!
- ▶ Mainly formatting and wording clarifications.
 - ▶ Refer to attached memo for specific changes.
- ▶ Reminders:
 - ▶ Revised forms should be implemented no later than October 1, 2015.
 - ▶ Changes to forms must be submitted to DOH for approval prior to implementation.

Sponsor Oversight Responsibilities for Sponsors of Day Care Homes

FY 2015-2016

Child Care Food Program



Monitoring Reminders

- ▶ Pre-approval Visits must be conducted at each provider prior to program participation.
- ▶ A minimum of 3 reviews per provider must be conducted annually unless Review Averaging is used.
 - ▶ Two out of the three reviews must be unannounced and include a meal observation.
 - ▶ Sponsors have the option of announcing the non-meal review within 24 hours of the review.
 - ▶ See Oversight Workbook for prorating reviews of providers operating less than 9 months during the year.
 - ▶ No more than 6 months may elapse between reviews, even if the reviews occur in different fiscal years!
 - ▶ Sponsors must not conduct two consecutive non-meal reviews.
- ▶ New providers must be reviewed within the first 4 weeks of operation.
 - ▶ This counts as one of the three required reviews.
- ▶ Reviews must include a variety of meal types
 - ▶ This includes weekends, evenings, and holidays ~ if applicable.
- ▶ Reviews must be conducted in an unpredictable manner!



Monitoring Reminders (cont'd)

- ▶ Reviews that have disallowances or significant findings must have a CAP and Follow-up Review conducted
- ▶ If a provider fails the 5-Day Test on two consecutive reviews (including follow-up reviews), the sponsor must conduct "household contacts."
- ▶ Sponsor monitor must leave a signed copy of the completed review with the provider.
- ▶ Completed review form must receive a second party check by the CCFP Program Manager to ensure completeness and accuracy!!



Compliance “Toolbox”



- ▶ Disallowances
- ▶ Corrective Action Plans (CAPs)
- ▶ Follow-up Reviews
- ▶ Required Attendance at Sponsor Trainings and on-line modules
- ▶ Visitation Reports
- ▶ Household Contacts
- ▶ Sister Agency’s Records (ELC, DCF, VPK, etc.)
- ▶ Serious Deficiency Process
- ▶ DOH Support!!

“An Ounce of Prevention is Worth a Pound of Cure” ~Benjamin Franklin



Preventative Maintenance

- ▶ Good Tracking Logs
 - ▶ Sample Site Review Tracking Log on page 27 of Oversight Workbook
- ▶ Internal Quality Assurance Procedures
 - ▶ Second Party Checks (required)
 - ▶ Peer Reviews
 - ▶ Program Manager Conducts On-Site Reviews
- ▶ Training
 - ▶ Sponsor Staff and Providers
- ▶ Sponsor Sharing/Networking
- ▶ DOH Tools
 - ▶ Forms, Manuals, Handbooks, Policy Memos, Website, Training Modules, etc.
- ▶ DOH Support
 - ▶ Utilize Tallahassee Staff
 - ▶ Ask Questions



New DOH Initiative

- ▶ With our continued emphasis on quality and program integrity, DOH will be implementing some unannounced facility reviews without the sponsor monitor
 - ▶ DOH monitors will conduct a minimum of 25% (or a minimum of 1, whichever is greater) of their required unannounced site reviews without the sponsor monitor.
 - ▶ DOH monitor will expand sample, if necessary.
 - ▶ DOH has already been doing this in some cases (S's and U's), and has found some discrepancies that warrant implementing this integrity measure as a new procedure.
 - ▶ DOH will send a copy of their review to Sponsor Program Manager and will notify Sponsor of any findings.
- ▶ Sponsors must train on this at their annual training this year
 - ▶ Let providers know that DOH staff will be coming on their own, without the sponsor monitor, to conduct unannounced reviews.
 - ▶ DOH staff will have their ID badges to identify themselves.
 - ▶ This is addressed in the Sponsor-Provider Agreement (Section II.K.)



Any Questions?

