IMPORTANT ANNOUNCEMENT

October 2017

Tracking Update on Completion of Mandatory Training for Child Care Assistance Program (CCAP) Providers

To all current license and license-exempt providers participating in the CCAP and required to complete the mandatory Health and Safety Trainings:

To simplify the process and reduce burden on providers**, effective immediately**, the completion of the mandatory trainings will **only** be tracked on the Gateways to Opportunity Registry (the Registry). You will **no longer** be required to submit any of the following to Illinois Department of Human Services (IDHS):

- The Gateways Provider completion of IDHS CCAP Training Requirements Report;
- CPR/First Aid certification; or
- The Child Abuse and Neglect/Mandated Reporter trainings documents.

Please remember:

- Register with the Gateways to Opportunity Registry. This is a two-step process (*Step 1* gets you an online account and *Step 2* completes the membership).

  o If you work in a license-exempt center or are a licensed-exempt home provider, include the 15-digit Child Care Management System (CCMS) Provider ID when completing the Registry information. Your CCMS Provider ID can be found on your CCAP Approval Notice (Form IL444-3455A), your Child Care Certificate/Certificate Report (Form IL444-3492), Child Care Certificate Report for centers (Form IL444-3492A) and the Monthly Enrollment Report for Site Administered Providers.

  o If you are a licensed center or licensed home provider completing the Registry information, include your Provider License number, issued by the Illinois Department of Children and Family Services (IDCFS) AND your 15-digit CCMS Provider ID if you are entering a new employer. Your CCMS Provider ID can be found on your CCAP Approval Notice (Form IL444-3455A), your Child Care Certificate (Form IL444-3492), Child Care

Certificate Report for centers (Form IL444-3492A), and the Monthly Enrollment Report for Site Administered Providers.

o Under current employment, type your center's name if you work for a center OR type your name if you provide care in your or the family's home.

o If you need assistance completing the Registry's membership registration process, click on the "SEND A MESSAGE" button in the bottom right corner of the Gateways website or go to this web address: https://inccrra.zendesk.com.

- Self-report CPR/First Aid certifications and Child Abuse and Neglect/Mandated Reporter trainings on to the Registry. IDHS will check the Registry to ensure compliance.

  o The Tier 1 and What is CCAP training that meets the requirements will be reported to the Registry by the training sponsor or will automatically report if you take the training online.

- Do NOT submit any Health and Safety training documents to any IDHS' email or mailing address unless requested.

- Keep copies of your current training documents in your file for five (5) years. You must be able to produce a copy when requested by IDHS as proof of training completion.

If you have any questions regarding this notice, please send them to dhs.ccap-reauth@illinois.gov.