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New York State Office of Children and Family Services
Division of Child Care Services



Regulatory Staff Training **COURSE CATALOG**



PROFESSIONAL DEVELOPMENT PROGRAM
ROCKEFELLER COLLEGE UNIVERSITY AT ALBANY STATE UNIVERSITY OF NEW YORK

PDP

Regulatory Staff Training Course Catalog




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Catalog Keys




The training course descriptions in this catalog include “keys” for the training type and the staff experience level for which a course is designed. Keep in mind that the Level describes the *recommended* level of staff experience; individual needs, previous education, training and practical experience may make it appropriate for some staff to attend trainings outside the listed experience level.

Training Type Key




 Regional/ Institute	 iLinc	 New course
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Level Key

Level	Designed for staff with...
Introductory	0-6 months of experience
Intermediate	6+ months of experience




Course Title		Level	Training Type												
INTRODUCTORY COURSES															
REGULATORY TRAINING INSTITUTE: Child Day Care Regulation in New York State <i>This three-day training, offered quarterly, provides new regulatory staff with a comprehensive foundation for assessing regulatory compliance and offering technical assistance to child day care providers in all modalities of care:</i> <ul style="list-style-type: none"> • Regulated Child Care: NYS Regulations and Their Intent • Basics of Developmentally Appropriate Practice • Inspections and Complaint Investigations • Communication and Documentation • Child Abuse and Maltreatment • Collaborative Interviewing and Investigations • Critical Thinking for Regulators • Managing Your Work 		Introductory													
TRAINING DATES	<table border="1"> <thead> <tr> <th>Upstate (Albany)</th> <th>New York City</th> </tr> </thead> <tbody> <tr> <td>February 26-28 ♦ May 6-8 September 9-11 ♦ December 9-11</td> <td>January 8-10 ♦ April 1-3 July 8-10 ♦ November 18-20</td> </tr> </tbody> </table>			Upstate (Albany)	New York City	February 26-28 ♦ May 6-8 September 9-11 ♦ December 9-11	January 8-10 ♦ April 1-3 July 8-10 ♦ November 18-20								
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Collaborative Interviewing <i>This one-day training provides experienced regulatory staff with effective strategies for working in conjunction with others (such as CPS caseworkers) to interview providers, families, witnesses and other information sources in a manner that collects, documents and preserves important case information:</i> <ul style="list-style-type: none"> • The regulator's role and responsibilities in conducting interviews and investigations • Identifying the responsibilities of others involved in conducting interviews and investigations 		Introductory													
TRAINING DATES	<table border="1"> <thead> <tr> <th>Albany</th> <th>Buffalo</th> <th>Rochester</th> <th>Syracuse</th> <th>Yonkers</th> <th>Long Island</th> <th>NYC</th> </tr> </thead> <tbody> <tr> <td>May 16</td> <td>Jun 4</td> <td>Jun 5</td> <td>Sep 18</td> <td>Oct 16</td> <td>Sep 25</td> <td>Jun 17 ♦ Dec 4</td> </tr> </tbody> </table>			Albany	Buffalo	Rochester	Syracuse	Yonkers	Long Island	NYC	May 16	Jun 4	Jun 5	Sep 18	Oct 16
Albany	Buffalo	Rochester	Syracuse	Yonkers	Long Island	NYC									
May 16	Jun 4	Jun 5	Sep 18	Oct 16	Sep 25	Jun 17 ♦ Dec 4									
Fire and Safety Compliance <i>This one-day training provides regulatory staff with a solid foundation in fire prevention and evacuation planning, indoor/outdoor safety issues and environmental hazards. This knowledge enables regulators to identify potential hazards, evaluate providers' evacuation plans, offer effective technical assistance and verify regulatory compliance.</i> <ul style="list-style-type: none"> • Determining the threshold: the regulator's role • Environmental issues and indoor/outdoor hazards • Fire prevention and evacuation planning 		Introductory													
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For Level and Training Type code explanations, see "Catalog Keys" inside the front cover.

Course Title								Level	Training Type
The Regulator's Guide to Medication Administration <i>This one-day training familiarizes regulatory staff with state regulations and procedures for the administration of medication in child day care programs:</i> <ul style="list-style-type: none"> • Regulations pertaining to the administration of medication for all child care modalities • Health care plan components, review and approval • The role of the health care consultant • On-site inspection, monitoring and follow-up 								Introductory	
TRAINING DATES	Albany	Buffalo	Rochester	Syracuse	Yonkers	Long Island	NYC		
	Nov 5	Jul 30	Apr 16	Apr 17	Oct 2	Oct 1	Jul 15 ♦ Sep 23		
Health and Safety Training: Competencies for Staff Working with Family Day Care and Group Family Day Care Providers <i>This two-day training familiarizes regulatory staff with the competencies that all family and group family day care providers need, enabling regulators to offer guidance to providers in meeting New York State requirements for health and safety:</i> <ul style="list-style-type: none"> • Health and Safety competencies that all new family and group family day care providers must pass in order to become licensed or registered • Regulations and standards of practice for safety, supervision, special infant issues, child abuse and maltreatment identification and prevention, food safety infection control and health 								Introductory	
TRAINING DATES	Albany	Buffalo	Rochester	Syracuse	Yonkers	Long Island	NYC		
	Jun 18-19	May 20-21	Oct 8-9	Jul 23-24	Aug 20-21	Jun 25-26	Jul 16-17 ♦ Sep 24-25		
Effective Documentation for Child Day Care Regulators <i>This two-hour iLinc training teaches regulatory staff how to document case information clearly, accurately and objectively. Documentation is one of the key tools that enables regulators to explain their observations, inspection findings and complaint investigation determinations:</i> <ul style="list-style-type: none"> • Basics of Documentation • Capturing the Big Picture AND the Relevant Details • Grammatical Issues 								Introductory	
TRAINING DATES	January 22 nd 1:00 – 3:00 PM ♦ June 12 th 10:00 AM – 12:00 PM August 6 th 1:00 – 3:00 PM ♦ October 7 th 1:00 – 3:00 PM								

Course Title		Level	Training Type
<p>Introduction to New York State Building and Fire Codes for DCC and SACC Regulators <i>This two-hour iLinc training familiarizes regulatory staff with building and fire codes affecting day care centers and school-age child care programs. This course is also helpful for regulators who monitor family and group family day care programs operating in large apartment buildings:</i></p> <ul style="list-style-type: none"> • Definitions and review of regulatory requirements • Floor plan analysis • Protocol review 		Introductory	
TRAINING DATES	May 21 st 1:00 – 3:00 PM ♦ Dec 11 th 10:00 AM – 12:00 PM		
<p>Introduction to New York State Building and Fire Codes for FDC and GFDC Regulators <i>This two-hour iLinc training familiarizes regulatory staff with building and fire codes affecting family and group family day care programs:</i></p> <ul style="list-style-type: none"> • Definitions and review of regulatory requirements • Floor plan analysis • Protocol review 		Introductory	
TRAINING DATES	March 6 th 10:00 AM – 12:00 PM ♦ July 15 th 1:00 – 3:00 PM		
<p>Overview of NYS Social Services Law Related to Child Day Care <i>This two-hour iLinc training familiarizes regulatory staff with the aspects of the New York State Social Services Law pertaining to child day care programs in New York State:</i></p> <ul style="list-style-type: none"> • Definitions • Review of law vs. regulations • Waivers 		Introductory	
TRAINING DATES	This pre-recorded training is available anytime from the OCFS iLinc Training Home Page		
<p>Special Situations: Reporting Procedures <i>This two-hour iLinc training for experienced regulatory staff addresses the regulatory requirements, policies and procedures for provider reporting of special situations:</i></p> <ul style="list-style-type: none"> • Medication errors • Serious injury, communicable disease and imminent danger • Death of a child in care • Significant physical plant changes 		Introductory	
TRAINING DATES	February 13 th 1:00 – 3:00 PM ♦ April 22 nd 1:00 – 3:00 PM September 18 th 10:00 AM – 12:00 PM ♦ November 19 th 1:00 – 3:00 PM		

For Level and Training Type code explanations, see "Catalog Keys" inside the front cover.

Course Title								Level	Training Type
INTERMEDIATE COURSES									
Focused DAP: Infants and Toddlers <i>This one-day training enables regulatory staff to evaluate developmentally appropriate practice in child day care programs, with a focus on the developmental needs of infants and toddlers:</i> <ul style="list-style-type: none"> Identifying DAP interactions that support intellectual, social and emotional development for infants and toddlers 								Intermediate	
TRAINING DATES	Albany	Buffalo	Rochester	Syracuse	Yonkers	Long Island	NYC		
	Apr 17 ♦ Aug 6	Mar 25 ♦ Aug 26	Mar 26 ♦ Aug 27	Mar 27 ♦ Oct 7	Mar 19 ♦ Aug 13	Jun 11	Jun 18 ♦ Nov 5		
Focused DAP: Preschoolers <i>This one-day training enables regulatory staff to evaluate developmentally appropriate practice in child day care programs, with a focus on the developmental needs of preschoolers:</i> <ul style="list-style-type: none"> Identifying DAP interactions that support intellectual, social and emotional development for preschoolers 								Intermediate	
TRAINING DATES	Albany	Buffalo	Rochester	Syracuse	Yonkers	Long Island	NYC		
	Apr 29 ♦ Oct 9	Apr 9 ♦ Sep 30	Apr 10 ♦ Oct 2	Apr 24 ♦ Oct 29	Jun 12 ♦ Sep 24	Aug 12	Jun 19 ♦ Dec 2		
Focused DAP: School-Age Children <i>This one-day training enables regulatory staff to evaluate developmentally appropriate practice in child day care programs, with a focus on the developmental needs of school-age children:</i> <ul style="list-style-type: none"> Identifying DAP interactions that support intellectual, social and emotional development for school-age children 								Intermediate	
TRAINING DATES	Albany	Buffalo	Rochester	Syracuse	Yonkers	Long Island	NYC		
	Nov 13	Oct 1	Oct 22	Oct 30	May 14	May 13	Aug 21 ♦ Dec 3		

Course Title								Level	Training Type
Interviewing Children <i>This one-day training teaches regulatory staff essential skills for conducting interviews with children, recognizing and responding to children's individual developmental levels while appropriately obtaining and preserving information required for effective complaint investigations:</i> <ul style="list-style-type: none"> • How children's minds differ from adults' minds • Factors unique to interviews with children • Tailoring interviews to children's needs and abilities • Avoiding suggestibility • Evaluating children's responses RECOMMENDED PREREQUISITE: Collaborative Interviewing								Intermediate	
TRAINING DATES	Albany	Buffalo	Rochester	Syracuse	Yonkers	Long Island	NYC		
	Feb 4 ♦ Aug 5	Apr 8 ♦ Oct 21	Feb 12 ♦ Jul 29	Feb 13 ♦ Jul 30	Feb 20 ♦ Aug 14	Jun 10	Apr 15 ♦ Oct 15		
Safety Assessment <i>This one-day training teaches regulatory staff how to assess the appropriateness of individuals to be involved in child day care. Safety assessment is one element of a larger mosaic: the "big picture" of determining whether or not it is appropriate for a child day care program to be licensed/registered in the first place, to continue to be licensed/registered, or for an individual to have regular and substantial contact with children in the program.</i> <ul style="list-style-type: none"> • Critical thinking: the key to effective assessment • Assessing safety: an overview • Applying critical thinking skills in the field RECOMMENDED PREREQUISITE: Collaborative Interviewing								Intermediate	
TRAINING DATES	Buffalo	Syracuse	Yonkers	Long Island	NYC				
	Sep 16	Sep 17	Jul 16	Jul 15	May 20 ♦ Nov 6				