



**Child Care Council
of Westchester, Inc.**

Early Care and Education... where our future begins

**HEALTH CARE CONSULTANT
SERVICE AGREEMENT**

Name: _____

Organization: _____

Address: _____

City / State / Zip: _____

Phone #: _____ Fax: _____ Email: _____

Modality: (Please check one & enter information)	License / Registration #	License Renewal Period	Name of Licensor / Registrar
<input type="checkbox"/> Family Child Care Provider	_____	_____	_____
<input type="checkbox"/> Group Family Child Care Provider	_____	_____	_____
<input type="checkbox"/> Child Care Center	_____	_____	_____
<input type="checkbox"/> School Age Child Care Program	_____	_____	_____

Services Provided:

- Assistance in developing a health care plan that reflects program specific needs and meets best practice standards
- Provide supplemental resource & reference materials
- Review and approval of the entire health care plan and other documents related to the program's medication administration policy
- Assistance with developing medication procedures for your site
- At least one site visit with follow-up consultation

Fee schedule: (Please check one according to modality & Membership status)

Member Price

- Family Child Care Provider - \$60
- Group Family Child Care Provider - \$90
- Child Care Center - \$180
- School Age Program - \$180

Non-Member

- Family Child Care Provider - \$75
- Group Family Child Care Provider - \$115
- Child Care Center - \$220
- School Age Program - \$220

- Receive a \$25 discount for each additional site

Optional package: Additional fee of \$25

Includes all services provided above plus:

- Health care plan in a binder with tabs identifying each topic area
- Health care plan copied & mailed to licensor / registrar
- All health care plan updates, including copied & mailed to licensor / registrar
- Easy & convenient approval process and transfer of required information to your licensor / registrar
- Training Certificate for one hour of training covering four topic areas

- All fees are to be submitted with completed agreement and are non-refundable.
- This agreement must be renewed each Licensing / Registration period.

Payment Information:

Fee for Health Care Consultant Service Agreement: \$ _____

Less Multi-Site Discount (if applicable): Minus \$ _____

Fee for Optional Package (if applicable): Plus \$ _____

Total Fee Enclosed: \$ _____

Method of payment:

(Check One)

Check / Money Order made payable to Child Care Council of Westchester, Inc.

Credit card: Visa / Master Card (Please circle one)

Name as it appears on credit card: _____

Credit card #: _____ Expiration date: _____

Billing address (include zip code) _____

Signature: _____

My signature indicates that I have read, understand, and accept all responsibilities, terms and conditions listed on this Agreement and in the HCC Agreement Process document.

Applicant's Name (Printed)

Signature

Date

**Child Care Council of Westchester
Health Care Consultant Service Process:**

The **Child Care Council of Westchester Health Care Consultant Service Program** includes specific initial & on-going **program/provider responsibilities**. Be sure to review the entire Health Care Consultant Service Process & program/provider responsibilities prior to completing the Health Care Consultant Service Agreement.

Getting Started

- Read & understand the entire Health Care Consultant Service Agreement & Process.
- Submit a signed Health Care Consultant Service Program Agreement with payment.
- Call the Finance Department one week after mailing Health Care Consultant Service Agreement to confirm receipt.
- After the Council receives your signed Health Care Consultant Service Agreement and payment, you will receive a call from your Health Care Consultant to inform you that the Health Care Plan Development Tool & a copy of the Health & Infection Control Regulations will be mailed.

Developing a Health Care Plan

- Read the Health & Infection Control Regulations. Then complete the Health Care Plan Development Tool by answering, in writing, the questions found in the tool.
- Mail or fax to the Council (761-1957) required MAT, CPR, & First Aid Certifications for your staff that will be authorized to administer medications, attention to the Health Services Department.
- Mail in a copy of your completed responses from the Health Care Plan Development Tool and your program specific information that has been requested, ex: parent handbook, staff handbook, etc. – attention to your Health Care Consultant.
- You must submit your responses & your program specific information within one month of receiving the Health Care Plan Development Tool, so please note your date of submission.
- Call your Health Care Consultant to arrange an appointment for a phone conference to review the Health Care Plan Development Tool after it is completed and mailed; phone conference will be scheduled within two weeks after submission of required information.
- The Health Care Plan will be developed based upon your responses in the Health Care Plan Development Tool & from the results of the discussion with your Health Care Consultant during the phone conference.

HCC Service Agreement will be null & void if the above steps are not carried out within the specified timeline. No refunds will be permitted – there will be no exceptions.

Health Care Plan Approval Process

- Your Health Care Consultant will mail you a draft of the completed Health Care Plan within 30 days after your phone conference.
- Review the completed Health Care Plan and call your Health Care Consultant for any needed changes (revisions, deletions, and / or additions).
- Any requested changes must be discussed & agreed upon

- by Health Care Consultant & provider / program director.
- The final completed Health Care Plan will be signed by provider / program director & Health Care Consultant.
 - For your convenience, if you have selected the **optional package**, three copies of the Health Care Plan will be made. One copy will be given to your licensor/registrar, one copy will be provided to you in a binder with tabs, & one copy is for your Health Care Consultant.

After Your Health Care Plan Is Approved

- The Health Care Plan must be on site & available upon demand by a parent or guardian, OCFS or it's representatives.
- The Health Care Plan must be followed by the provider / program after receiving your updated registration / license approving your program to administer medications.
- As soon as you receive your updated license / registration from the NYS Office of Children and Family Services that indicates you are approved to administer medications, mail or fax a copy immediately to your Health Care Consultant.

Site visit

- A site visit will be conducted by your Health Care Consultant after we receive a copy of your updated license / registration. Site visits are conducted to ensure compliance with your policies & procedures as noted in your Health Care Plan.
- You should also be aware that any representative of the Child Care Council is expected to report possible regulatory violations to the appropriate authority.

Your Health Care Plan will be revoked if program's policies & procedures are not being followed as noted, if there is a change in staff that results in no or inadequate MAT Certified staff members, or if the program fails to notify HCC for license renewal, or for any changes to the HCP.

Health Care Plan Renewal Process

- Your Health Care Consultant Service Agreement will expire at the time of your next license / registration renewal period. You must renew your Health Care Consultant Service Agreement in order to continue to receive Health Care Consultant Services.
- Call for your Health Care Consultant Renewal Package as soon as you begin your license / registration renewal process. The renewal process should begin at least 60 days before your license / registration expiration date.

Important Program Responsibilities:

- Authorized staff to administer medications (MAT certified staff) will have & maintain current MAT Certification, CPR (that covers the ages of children being cared for) and First Aid Certifications.
- MAT, CPR, and First Aid Certifications renewal dates must be reviewed at least monthly by provider / program director. All required updates will be obtained prior to the expiration dates.
- If our department is **made aware of a lapse in certifications we must REVOKE your Health Care Plan**. You will be notified immediately to stop giving medications in your program, parents will need to be

notified so that safety plans may be made for children requiring medication in your care and your licensor / registrar will be notified.

- If there is any change of MAT certified staff members to administer medications, addition of new staff or removal of staff no longer working in the program, you must notify your Health Care Consultant & your licensor / registrar.
- A new staff member will not be allowed to administer medications until your Health Care Consultant receives all of the required certifications, updates your Health Care Plan listing the addition of the authorized staff to administer medications and signs your Health Care Plan.
- All staff are required to review Health & Infection Control Regulations and your program's Health Care Plan at a minimum of every year.
- Any new staff members will review Health & Infection Control Regulations and review program's Health Care Plan.
- In the event that any of the required certifications (MAT, CPR & First Aid) expire for any staff members authorized to administer medications (MAT certified staff members), they will no longer be authorized to administer medications. You must notify your Health Care Consultant and licensor / registrar within two business days. Your Health Care Consultant will update your Health Care Plan and remove any staff members with expired certifications as authorized staff to administer medications
- **Health Care Consultant Service & Health Care Consultant signature pages must be updated for:**
 - any changes to the health care plan
 - at the time of license / registration renewal
 - if the program moves to another location.

The approved Health Care Plan & Health Care Consultant signature pages may not be applied to another program.

Your Health Care Plan will be revoked for the following reasons:

1. If program's policies & procedures are not being followed as noted in your Health Care Plan.
2. As a result of expired MAT, CPR, and/or First Aid Certifications.
3. If there is a change in staff that results in no or inadequate MAT Certified staff members.
4. If the program fails to notify Health Care Consultant of license / registration renewal.
5. If the program fails to notify Health Care Consultant of any changes to the Health Care Plan.