**Health Care Consultant Services Program Agreement Process Document:**

**Renewals**

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

 **Getting Started**

* Read & understand the entire Health Care Consultant Services Agreement Process.
* Submit a signed Health Care Consultant Services Program Agreement with payment.
* If paying by credit card, you may fax agreement with payment to 902-0761
* If paying by check, mail Agreement with payment
* Call the Health Care Consultant Services Department at 761-3456 ext. 111, one week after

mailing/faxing Health Care Consultant Services Agreement to confirm receipt.

* After the Council receives your signed Health Care Consultant Services Program Agreement

and payment you will receive an email from the Health Care Consultant Services Administrative Assistant. The email will contain three attachments:

1. Health and Infection Control Regulations
2. OCFS Health Care Plan Template (no need to print)
3. Certification Checklist

**Developing a Health Care Plan**

 Your health care plan will be updated based upon your responses and from the results of

 the discussions with your health care consultant. The health care plan will reflect regulatory

 requirements, your program specific needs, and will include best practice standards.

* Read the Health and Infection Control Regulations and write down any questions you may

 have or information that needs further clarification

* Read the OCFS Health Care Plan and write down any questions you may have

* Complete the Certification Checklist
* Programs that do not have a sufficient number of staff with the required certifications will be provided with a three-month time frame in order to have staff receive the required certifications. Only staff that have the required certifications can be listed on the health care plan as authorized staff to administer medications.
* Programs that exceed the three-month time frame will be removed from the Health Care Consultant Services Program
* Email Julianal@cccwny.org or fax (907-0761) the Certification Checklist and required MAT, CPR, and First Aid Certifications for your staff that will be authorized to administer medications within **one month** of receiving your email from the Health Care Consultant Services Administrative Assistant.
* Call the Health Care Consultant Services Administrative Assistant at 761-3456 ext. 111, to

 schedule an appointment to review your questions, your responses from the OCFS Health

 Care Plan, and current staff that will be authorized to administer medications. The phone

 conference and/or health care plan meeting will be scheduled within **two weeks** after your

 submission of the required information.

**The Health Care Consultant 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 provide you with a draft of the completed health care plan

 within 2 weeks after your phone conference and/or meeting.

* Review the completed draft health care plan and call your health care consultant for any

 needed changes (revisions, deletions, and/or additions) within two weeks of receipt.

* Any requested changes must be discussed & agreed upon by health care consultant and

 provider/program director.

* The final agreed upon Health Care Plan will be signed by provider/program director and health

 care consultant.

* After your health care plan is approved, you will receive copies of all HCP signature pages. You must keep your health care plan signature pages in your health care plan binder. It is your

 responsibility to ensure that you receive and file your HCP signature pages, as well as any

 updated signature pages that may occur in the future. Your health care plan will not be valid

 without the required signature pages.

* For your convenience, if you have selected the **optional package**, two copies of the health

 care plan will be made. One copy will be given to your licensor/registrar and one copy will be

 provided to you in a binder with tabs.

**After Your Health Care Plan Is Approved**

* The health care plan must be on site, follwed by all staff and volunteers and available upon

 demand by a parent/guardian, OCFS or it’s representatives.

* In order to maintain a supportive working relationship, we encourage you to contact your health care consultant for any questions, concerns, and any violations noted from your licensor or registrar.

Note: Your health care plan should be a living document, one that changes as your program needs change. The health care plan can be useful in assessing the strengths and weaknesses of your program and in monitoring your health care promotion activities.

**Site visit**

* A site visit will be conducted by your health care consultant to ensure your compliance with

 your policies and procedures as noted in your health care plan.

* **You should also be aware that any representative of the Child Care Council is required**

 **to report possible regulatory violations to the appropriate authority**.

* If we are unable to conduct a site visit after two attempts, the health care consultant will remove their name as your health care consultant of record and OCFS will be made aware.
* **Your health care plan will be revoked if program's policies & procedures are not being followed.**

**Health Care Plan Renewal Process**

● Your Health Care Consultant Services Program Agreement will expire two years from the date

 noted on your Health Care Consultant Services Program Agreement.

● You must renew your Health Care Consultant Services Program 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 or based upon the date of your Health Care Consultant Services

 Program Agreement expiration date.

● The renewal process should begin at least 90 days before your license/registration renewal

 and/or your Health Care Consultant Services Program Agreement 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 Certification 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 that results in no or

 inadequate MAT Certified staff members, your health care consultant will remove their name

 as your health care consultant of record and OCFS will be made aware.

* If you are not reasonably following your health care plan policies and procedures, you will be

 notified immediately to stop giving medications in your program. You must inform parents so

 that safety plans may be made for children requiring medication in your care. You will also

 have to infom your licensor/registar. Your health care consultant will also inform your

 licensor/registrar.

* You must notify your health care consultant and licensor/registrar 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.

* A new staff member will not be authorized 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 your

 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 Services & 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. 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 program fails to notify health care consultant for changes in MAT certified staff, especially during

 license/registration renewal.

5. If the program fails to notify health care consultant of any changes to the Health Care Plan.