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Division of Early Care and Education  
Bureau of Early Care Regulation

April, 24 2020

BECR Memo 2020-06

To: Certified Child Care Operators

From: Mark E. Andrews, Director  
Bureau of Early Care Regulation

A handwritten signature in blue ink that reads "Mark E. Andrews".

RE: DCF 202 Permanent Rules and Shaken Baby Syndrome Prevention Training Update

This memo provides important updates regarding changes to DCF 202 and Shaken Baby Syndrome Prevention training.

### **DCF 202 Permanent Rule**

Emergency DCF 202 Administrative Rules went into effect September 30, 2019. The primary purpose of the emergency rule was to ensure child care certification rules complied with the requirements in federal regulations based on the Child Care Development Block Grant (CCDBG) Act of 2014 by September 30, 2019. Emergency rules are designed to be temporary until permanent rules can be adopted and published. The permanent DCF 202 rules went into effect April 1, 2020. There have been no substantive changes between the emergency and permanent DCF 202 rules. Certification agencies will begin monitoring and enforcing the certification rules starting June 1, 2020. This memo does not include every repeal, revision, or addition to DCF 202 and should not be used as a substitute for a thorough review of the revised certification rules. Please familiarize yourself with the new rules by reviewing the DCF 202 rules and the Standards and Checklist:

Chapter DCF 202: [https://docs.legis.wisconsin.gov/code/admin\\_code/DCF/201\\_252/202.pdf](https://docs.legis.wisconsin.gov/code/admin_code/DCF/201_252/202.pdf)

Standards and Checklist: <https://DCF.wisconsin.gov/files/forms/pdf/49.pdf>

Changes to DCF 202 PowerPoint Training:

<https://DCF.wisconsin.gov/files/childcare/pdf/publichearing/childcare-certification-rule-revisions-april2020.pdf>

### **Abbreviated Summary of DCF 202 Rule Changes**

1. The new rules incorporate the training requirements that have been in effect since April 2018, under s. 48.651(1d), Stats. By 3 months after certification or beginning to work with children in care, the following preservice training and continuing education is required:

- At least 2 credits in early childhood education or a department-approved non-credit course.
- A department-approved noncredit course in operating a child care business or a course for credit in business or program administration.
- Training in child abuse and neglect (CAN).
- Certification in infant and child cardiopulmonary resuscitation (CPR).

- 5 hours of continuing education annually in topics that cover health, safety and/or child development.
2. Incorporates the requirements for emergency preparedness and response planning for an emergency resulting from a natural disaster or a human-caused event, such as violence in the child care home.
  3. Ensures appropriate precautions when transporting children including a requirement for an operator to submit to the certification agency a copy of the driving record for each driver and obtain approval of the driver from the certification agency.
  4. Adds a requirement for use of a department-provided enrollment and health history form: <https://dcf.wisconsin.gov/files/forms/doc/13251.docx>.
  5. Adds new requirements for confidentiality and updates DCF 202.08(13), pertaining to discrimination.
  6. Updates rules requiring meals and snacks to meet the U.S. department of agriculture child and adult care food program minimum meal requirements.
  7. Revises the requirements for well water testing to require bacteria testing annually. If the operator cares for infants under 6 months of age, nitrate testing is required annually.
  8. Requires any potential household member of a certified family child care operator 10 years or age or older, and any potential provider, substitute, or employee to submit a completed background check request form and receive from the department a preliminary eligibility determination under s. 48.686 (4p), Stats., prior to residency, supervised employment, or volunteer work commencing.
  9. A certified child care operator shall include in its personnel or operating policies a provision that requires a provider (employee or volunteer) to notify the child care operator as soon as possible, but no later than the child care program's next working day, of the reporting requirements under par. (b) 5. to 7., which includes
    - Known convictions, pending charges, or other offenses
    - Involvement by law enforcement
    - Suspected abuse or neglect including any incident that results in a child being forcefully shaken or thrown against a hard or soft surface during the child's hours of attendance.
  10. An operator shall submit a request to the certification agency if the operator wishes to change any of the following:
    - The hours, days, or months that the operator provides care.
    - The name of the operator's child care program.
    - The operator's phone number.
    - The operator's physical address.
    - Transportation services.
  11. The rule restricting the use of trampolines has been changed to restrict use by children in care.

The department has reviewed and updated, where necessary, all certification forms, publications, and web pages to reflect changes in the rule. Please be sure to use the most recent version of each form available on the department's website <https://dcf.wisconsin.gov/cccertification/ccformspubs>. During the COVID-19 emergency, certification agencies may choose to suspend regular monitoring, giving priority to initial certification applications and serious complaint visits. If your child care program has closed temporarily due to the COVID-19 emergency, please update the status of your child care program in the Child Care Provider Portal and by notifying your certification worker.

Child Care Provider Portal: <https://dcf.wisconsin.gov/childcare/provider-portal/info>  
COVID-19 Informational Page for Providers: <https://dcf.wisconsin.gov/covid-19/childcare/providers>

### **Abusive Head Trauma Prevention Training**

Wisconsin's required Shaken Baby Syndrome (SBS) Prevention Training for Child Care Providers has been updated and renamed Abusive Head Trauma (AHT) Prevention Training for Child Care Providers. By September 1, 2020, department-approved SBS trainers offering a stand-alone class, department-approved agencies providing non-credit, department-approved, entry-level training courses (Introduction to the Child Care Profession and Fundamentals of Infant and Toddler Care), instructors of Wisconsin Technical College courses for credit, and high school teachers of the DPI Assistant Child Care Teacher course must begin using the new AHT Prevention Training for Child Care Providers developed in partnership by the Wisconsin Child Abuse and Neglect Prevention Board and the Wisconsin Department of Children and Families, in consultation with the National Center on Shaken Baby Syndrome.

Both the SBS training and the new AHT training will meet the department's training requirement through August 31, 2020. Child care providers who have already completed SBS Prevention training are not required to complete the new AHT Prevention training; however, the training may count toward a child care provider's continuing education hours.

The department's SBS/AHT, FAQs, and Training Materials web pages have been updated to reflect changes in training content and to address common questions regarding the transition from SBS to AHT. More information is available here: <https://dcf.wisconsin.gov/ccic/aht-training>.

Shaken Baby Syndrome is one form of Abusive Head Trauma. AHT also includes injury, not only to the brain, but also the skull and spinal cord, which can result from shaking or from inflicting trauma on the head by other means such as throwing, intentionally dropping, striking or other forms of impact. Abusive Head Trauma Prevention Training for Child Care Providers addresses the latest information on:

- Abusive Head Trauma
- The Period of Purple Crying
- Strategies and challenges of soothing
- Coping with frustration
- Having a plan and educating others

The Child Abuse and Neglect Prevention Board, in partnership with the department, is developing an online AHT Prevention training. Once finalized, the online training will meet the department's requirement for training in Abusive Head Trauma Prevention under DCF 202.

Prior to obtaining certification or working with children in care under 5 years of age, an operator, provider, substitute, volunteer, emergency back-up, or any other person providing care and supervision shall satisfactorily complete department-approved training in shaken baby syndrome and abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children.

Details will be sent when the online AHT Prevention training is available. Until then, a pre-training video will still be allowed to meet the SBS/AHT training requirement for up to 6 months.

### **AHT Resources**

SBS/AHT FAQs: <https://dcf.wisconsin.gov/ccic/aht-training-faq>

Approved Trainers: <https://dcf.wisconsin.gov/files/ccic/pdf/aht/aht-trainers.pdf>

If you have questions regarding these updates or require assistance in accessing information or forms on the DCF website, please contact your certification worker.

To receive email updates from the Department, please sign up for the Child Care Listserv here: <https://dcf.wisconsin.gov/childcare/email-signup>.

Thank you for the important role you play in the lives of children and families across Wisconsin.