

# LICENSOR LINES 2019

A Newsletter from Sherburne County Health & Human Services: Child Care Licensing



## Summer Fun!

**Wading/Swimming Pools** – Remember, parents must give consent every year for their children to use pools. Please see our [website](#) for the annual consent forms and requirements for using wading and swimming pools. If a swimming pool is not going to be used by daycare-aged children, it must be inaccessible – there must be a 5-foot barrier to the pool, and the ladder must be removed.

**Joining other providers in their yards is not permitted.** Each yard/house is licensed for the capacity of one family child care license. Please join each other at public spaces, such as school playgrounds or public parks.

**Substitutes'/Assistants' training requirements:** Page 6 is a reminder of what training and forms are required for each caregiver type. Please review this before calling Heather to ask what is needed for a new caregiver to start working at your program.

## NetStudy (aka fingerprint background studies) FIRST STEPS:

1. Please see pages 5 and 6 for the Background Study Data Collection form that needs to be completed by any **new** adult or teen household member or staff person. This includes your children who turned 13 or 18 since your last licensing visit. Complete both pages of the form, including signing page 2.
2. Proof of identification will also be needed when returning the Background Study Data Collection form. Acceptable forms of ID are a copy of the person's driver's license, state ID, or passport. Teens may also use a school ID, if none of the others apply.
3. Send in items 1 and 2 above to the Sherburne County Government Center (address on last page of newsletter). We will do some work on our end, **and you will receive further instructions after that regarding where to go for fingerprinting.**

**If you, any staff, or anyone in your household who has not recently turned 18 have had a background study done by Sherburne County sometime in 2017 or 2018, you do NOT have to complete this form and provide ID right now.** Those studies will be done at a date yet to be determined, sometime before 10/1/20.

## FCC Licensing Fingerprint Locations

(For hours & payment info – click business name or call business telephone number)

Business Name	Street Address	Town	Phone
<a href="#">North Country Home Care II, Inc</a>	12567 - 5 <sup>th</sup> Ave N, Ste 100	Zimmerman	763-856-2194
<a href="#">24hrs Home Care LL</a>	44 - 28 <sup>th</sup> Ave N, Ste J	St. Cloud	320-217-5577
<a href="#">Opportunity Matters, Inc</a>	701- 23 <sup>rd</sup> St S	Sartell	320-240-1900
<a href="#">All Star Home Health</a>	228 E Main St	Anoka	763-614-4659
<a href="#">Kanabec County</a>	18 N. Vine St., Ste 181	Mora	320-679-6350

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**Develop Training June/July 2019 (as of 5/15/19)**

To register, or to find classes that have been added since 5/15/19, please go to [www.developoolmn.org](http://www.developoolmn.org).

**June 2019**

- 3 & 4 – Supervising for Safety for Family Child Care (6-hr class) – Monticello **SS**
- 4 – CARS – Waite Park
- 6 – Making Each Day Count – Becker
- 6 – Health & Safety I (2-hr class) – Becker **SS**
- 11 – SUID/AHT – Elk River
- 12 – It’s Raining, It’s Pouring, and All My Plans are Boring! – Monticello
- 13 – Health & Safety II (2-hr class) – Becker **SS**
- 13 – SUID/AHT – St Cloud & Sartell
- 18 – CPR/1<sup>st</sup> Aid – Sartell
- 18 & 19 – Supervising for Safety for Family Child Care (6-hr class) – Elk River **SS**
- 19 – Café D: The Importance of Culture: Passing Down Beliefs and Values to Children – Buffalo
- 20 – Circle Time Fun (2-hr class) – Becker **CGD/BG**
- 22 – CPR/1st Aid – St. Cloud & Waite Park
- 23 – CPR/1<sup>st</sup> Aid – Sartell
- 24 – Inside the Child: Social and Emotional Development (2-hr class) – Sauk Rapids **CGD/BG**
- 25 – Working With Parents of Childcare – St Cloud
- 26 – SUID/AHT – Becker
- 26 – Inclusion: Developmentally Appropriate Care for All Children – Monticello
- 27 – Building Baby’s Brain Power (2-hr class) – Elk River **CGD/BG**

**July 2019**

- 2 – Health & Safety I (2-hr class) – Monticello **SS**
- 2 – And the Wolf Wore Shoes: Outdoors, are Kids Getting Enough? – Sauk Rapids
- 3 – Health & Safety II (2-hr class) – Monticello **SS**
- 9 – Active Supervision: A Developmental Perspective (2-hr class) – St Cloud **SS**
- 11 – SUID/AHT – Monticello
- 11 – Breaking Bad...Habits; Setting Boundaries With Families – St Cloud
- 13 – Developmentally Appropriate Behavior Guidance (4-hr class) – St Cloud **CGD/BG**
- 15 – CPR/1<sup>st</sup> Aid - Sartell
- 16 – CARS – Elk River
- 16 & 18 – Supervising for Safety for Family Child Care (6-hr class) – Elk River **SS**
- 18 – SUID/AHT – Sartell
- 22 – Understanding How A Child is “Wired” (2-hr class) – Monticello **CGD/BG**
- 23 – Building Relationships: Roadblocks or Bridges? – Monticello
- 25 – CARS – Buffalo
- 27 – CPR/First Aid – Monticello
- 29 & 30 – Developmentally Appropriate Behavior Guidance (4-hr class) – Becker **CGD/BG**
- 30 – Active Supervision: Provider Self-care and Privacy (2-hr class) – Buffalo **SS**
- 30 – CPR/1<sup>st</sup> Aid – Sartell
- 31 – Guiding Children’s Behavior (2-hr class) – Waite Park **CGD/BG**

**Background Study Data Collection Form**  
**Licensed Family Child Care**  
**Legal Nonlicensed Child Care**

Please note that all of the following information (unless otherwise indicated) is required by the Bureau of Criminal Apprehension (BCA) or Federal Bureau of Investigations (FBI). \* Indicates that the field is optional. If you choose to provide your social security number, your study can be transferable to other counties or child care programs without needing to be re-fingerprinted. A new study still needs to be initiated for other counties/providers. Studies for adults are good from 5 years. Studies for minors are good for five years or until the individual turns 18, whichever occurs first.

<input type="checkbox"/> License Holder	<input type="checkbox"/> LNL Provider	<input type="checkbox"/> Family Member	<input type="checkbox"/> Adult Household Member	<input type="checkbox"/> Minor Household Member (no supervision of children)	<input type="checkbox"/> Non-relative Household Member
<input type="checkbox"/> Adult Caregiver	<input type="checkbox"/> Helper	<input type="checkbox"/> Contractor	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Substitute	<input type="checkbox"/> Other
First Name		Middle Name		Last Name	
Maiden Name, Prior Names and Aliases					
Date of Birth		Race <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Native American <input type="checkbox"/> Unknown/Other <input type="checkbox"/> Asian or Pacific Islander		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown <input type="checkbox"/> Other	
Eye Color		Hair Color		Height	Weight
Place of Birth (state or country)				*Telephone Number	
Current Street Address				City	
State	Zip	County	*Email Address		
*Driver's License # or MN State-issued ID #		*Expiration Date of ID		* Social Security #	

Have you lived in a state other than MN in the last five years?  Yes  No

If yes, please list all city and states where you lived within the last 5 years:

City:	State:	Year From:	Year To:

#### ACKNOWLEDGMENT

I acknowledge that I have read this form and that I have been notified of and understand that the Minnesota Department of Human Services needs this information to complete the background study.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Parent or Guardian (required for minors only)

\_\_\_\_\_  
Date

*This area is for agency use only*

To ensure accurate processing of the components of NETStudy 2.0 that rely on name and date of birth for matching, it is important that you verify the identity of the subject of the background study.

**Name and date of birth background study:** You are not required to view a physical ID card or a photocopy of it, you can verify identity using a household roster or another source.

**For fingerprint-based studies:** You are not required to view a physical ID card or a photocopy of it, you can verify identity using a household roster or another source. This person must bring a photo ID to the fingerprint location. If the study subject's name and date of birth on the identification card they bring to the fingerprint location does not *exactly* match the name and date of birth entered on this form and in NETStudy 2.0, the fingerprint technician will not process the fingerprint transaction. If this happens, the study will need to be re-initiated with the correct information and the subject will need to go to the fingerprinting location again. A list of acceptable forms of ID may be found on the DHS public website ([https://mn.gov/dhs/assets/acceptable-forms-id\\_tcm1053-336020.pdf](https://mn.gov/dhs/assets/acceptable-forms-id_tcm1053-336020.pdf))

Identification of the subject has been verified.

Attachment – Background Study Notice of Privacy Practices

December 2018

## C.A.R.S Training

**\$25.00**      **Sherburne County Board Room**      **Register by calling (763) 765-4111 or 1-800-433-5239**  
 You can also find C.A.R.S. training at [www.developtoolmn.org](http://www.developtoolmn.org) (and see page 2)

Day	Date	Time
Wednesday	June 12	1-4
Tuesday	July 16	6-9
Thursday	August 29	1-4
Thursday	October 10	9-12
Wednesday	November 13	6-9
Wednesday	December 18	1-4

### Fire Extinguisher Servicing Agencies

Brothers Fire Protection (drop off at their site OR  
 9950 East Highway 10      in-home servicing)  
 Elk River, MN 55330  
 763-441-2290

Dehmer Fire Protection (drop off at their site OR  
 224 Labeaux Ave      in-home servicing)  
 St. Michael, MN  
 763-497-2851

Fire Fighter and Detect Alarm (in-home servicing)  
 6299 County Road 87 SW  
 Alexandria, MN  
 1-888-974-3473

JN Johnson (in-home servicing)  
 Minneapolis, MN  
 952-278-1079

Johnson Hardware Hank (drop off at their site)  
 12860 Fremont Ave, Zimmerman, MN  
 763-856-2661  
 Reliable Fire Protection does the actual servicing  
 612-520-9243 (Terry)

Just Ask Rental (drop off at their site)  
 1215 Highway 25 N  
 Buffalo, MN 55313  
 763-682-2436 ext. 2

Richfield Fire Extinguisher Company (in-home  
 Northfield, MN      servicing)  
 1-866-645-7220

Summit      (drop off at their site OR in-home  
 418 Great Oak Drive      servicing)  
 Waite Park, MN 56387      320-252-5562

### Parent Aware Informational Webinar

June 6, 2019

6:30-7:30pm

To register, contact Misty Barber at 320-269-8727 or [misty.barber@prairiefive.org](mailto:misty.barber@prairiefive.org)

## **Training/forms requirements for Assistants, Substitutes, Helpers, & Emergency Back-ups:**

**Licensed providers (any adult listed on the license) and "30-day Plus" Assistants (adult caregivers who work with you 30 or more days per year when you are also present, but are not listed on the license):**

- Cleared Fingerprint NetStudy
- Physician's report
- CPR/1<sup>st</sup> Aid training, **before first day of work**, within the past two years
- SUID/AHT training 1<sup>st</sup> year, **before first day of work**, 6 videos viewed 2<sup>nd</sup> year, alternating training & videos thereafter
- Developmentally Appropriate Behavior Guidance training initially, then 2 hours of Child Growth & Development (KCF I) or Behavior Guidance (KCF II.C.) training annually thereafter.
- Supervising for Safety for Family Child Care training initially, then 2 hours of Active Supervision, Health & Safety I, or Health & Safety II training annually thereafter
- CARS training (if transporting any child under age nine) every 5 years
- 16 hours of training annually

**Substitutes (adult caregivers that fill in for you during the time you are absent):**

**\*\*Substitutes may not substitute for more than 30 days in any 12 month period\*\***

- Cleared Fingerprint NetStudy
- CPR/1<sup>st</sup> Aid training, **before first day of work**, within the past two years
- SUID/AHT training 1<sup>st</sup> year, **before first day of work**, 6 videos viewed 2<sup>nd</sup> year, alternating training & videos thereafter
- CARS training (if transporting any child under age nine) every 5 years

**Assistants (adult caregivers who work with you less than 30 days per year when you are also present):**

- Cleared Fingerprint NetStudy
- SUID/AHT training 1<sup>st</sup> year, **before first day of work**, 6 videos viewed 2<sup>nd</sup> year, alternating training & videos thereafter
- CARS training (if transporting any child under age nine) every 5 years

**Helpers (ages 13 to 18) (Helpers can NOT be in charge of supervision):**

- Cleared Fingerprint NetStudy
- SUID/AHT training 1<sup>st</sup> year, **before first day of work**, 6 videos viewed 2<sup>nd</sup> year, alternating training & videos thereafter
- 6 hours training if working more than 30 days/yr

**Emergency Back-ups (adult caregivers who can get to your daycare within 10 minutes)**

- Cleared Fingerprint NetStudy
- SUID/AHT training 1<sup>st</sup> year, **before first day of work**, 6 videos viewed 2<sup>nd</sup> year, alternating training & videos thereafter

Licensor Lines Post Test  
June, 2019  
Due Back To Heather By 8/1/19  
[heather.knutsen@co.sherburne.mn.us](mailto:heather.knutsen@co.sherburne.mn.us)  
Fax 763-765-4096

Provider Name: \_\_\_\_\_

Worth 0.5 hours of training credit from Sherburne County Health & Human Services  
**If returned to Heather by 8/1/19**

Licensor Lines post-tests “count” toward annual training requirements,  
**if returned to Heather by the Due Date,**  
but do not count as Child Growth & Development/Behavior Guidance or Supervising for Safety training.

1. What training do all caregiver types need before the first day of work?

2. What training and forms does a 30-day Plus Assistant need?

1.

2.

3.

4.

5.

6.

7.

8.

3. How many hours of training do Helpers need if they are working more than 30 days/year?

*Sherburne County Health & Human Services  
13880 Business Center Drive N.W.  
Elk River, MN 55330-1692*



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