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TO: **Income Maintenance Supervisors
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Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators**

FROM: Laura Saterfield
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DWS OPERATIONS MEMO

No: 07-02

DATE: 01/03/2007

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other	EP	<input type="checkbox"/>	★

PRIORITY: HIGH

SUBJECT: **Shaken Baby Syndrome Prevention – Prevent Violence Against Children
Act 165**

CROSS REFERENCE: None

EFFECTIVE DATE: April 1, 2007

PURPOSE

To inform certifying agencies about the Wisconsin Prevent Violence Against Children Act and its effects on certified providers.

BACKGROUND

Shaken Baby Syndrome (abusive head trauma) is a severe form of brain injury that occurs when an infant or young child is shaken forcibly enough to cause the brain to rebound against his or her skull. At least one baby is shaken every week in Wisconsin. According to the national Shaken Baby Alliance, 25% of shaken babies die. The majority of the survivors have moderate to severe, long-term disabilities. They may suffer from a variety of related conditions and injuries, including permanent brain damage, blindness, deafness, paralysis, and severe learning disabilities.

Shaken Baby Syndrome is tragic, but it is also preventable. By providing information to parents and other caregivers on the dangers of shaking babies and alternative ways to cope with an infant's crying, the incidence of Shaken Baby Syndrome can be reduced.

In recognition of the dire consequences of shaking young children and the demonstrated impact of training in reducing the number of children harmed by shaking, Governor Doyle signed the Prevent Violence Against Children Act on March 21, 2006. The Act supports collaboration among the Children's Trust Fund (CTF), the Department of Commerce (DOC), the Department of Health and Family Services (DHFS) and the Department of Workforce Development (DWD) to inform and educate parents and providers of services to young children on appropriate methods of soothing very young children and the grave effects of shaking or throwing an infant. The Children's Trust Fund will lead the development of educational and training materials and make them available to parents and providers throughout Wisconsin. Hospitals, child care providers, and schools are all required to provide information on the impact of and methods to prevent Shaken Baby Syndrome.

The full text of the Prevent Violence Against Children Act is available at:
<http://www.legis.state.wi.us/2005/data/acts/05Act165.pdf>.

REQUIREMENTS FOR CHILD CARE PROVIDERS

The Prevent Violence Against Children Act applies to all child care providers who are **state licensed, county certified (provisional and regular family and in-home providers) or contracted by a school board.**

Time Line for Certified providers

Below are the timeframes specified in this Act pertaining to certification applicants and currently certified providers:

- All child care providers that are certified **prior to** April 1, 2007, (and care for children under 5 years of age) must complete department approved training in Shaken Baby Syndrome (SBS) by their renewal date or by **October 5, 2007**, which ever comes first. If the provider cannot document that s/he has taken the required SBS course within the time frame above, the certifier must enter an age-restriction in Child Care Provider Certification (CCPC) so it is printed on the Certificate of Approval. This will prevent the provider from enrolling subsidy children under 5 years of age. Also, private-pay parents will see the age-restriction on the Certificate of Approval that the provider is required to post in his/her home.
- Providers who apply for certification **after** April 1, 2007, must have taken the training **prior to** certification approval if the provider wants to be approved to care for children under 5 years of age. If the provider cannot document completion of this course, the certifier must enter an age-restriction in CCPC so it is printed on the Certificate of Approval.
- All staff, assistants, substitutes and volunteers who supervise or provide care to children from birth to age 5 must receive training in the identification, prevention, and the grave effects of shaking babies.

If the certified provider or applicant has taken either Introduction to the Child Care Profession (Module A) or Fundamentals of Infant and Toddler Care after July 1, 2005, the provider already meets this requirement. If the provider has not completed one of the above courses after July 1, 2005, s/he will be required to complete a 60 to 90 minute stand-alone training course.

If the certified provider has substitutes, volunteers, assistants or helpers who work with children under age 5, the provider must train these individuals by using audio-visual training materials that will be available on the Children's Trust Fund website at <http://wctf.state.wi.us/>. The link to the training materials will be sent to the certifiers once available. After reviewing the materials, the substitute, volunteer, helper or assistant must complete a post test to verify completion of the training. The test must be signed and kept on file. The certifying agency may require the providers to send the test to be included in the providers file at the agency.

Examples:

1. Lisa's certification dates are October 1, 2006—September 30, 2008. Lisa must complete the SBS by October 5, 2007. Lisa hires a substitute on June 1, 2007. The substitute must watch the video training and complete the post test prior to working with the children.
2. Laura applies for certification on April 15, 2007. She must complete the training before she can be approved to care for children under age 5.
3. Lilly's certification dates are May 1, 2005—April 30, 2007. Lilly must complete the training by her re-certification date on April 30, 2007.
4. Lola is applying for certification on February 1, 2007. She completes the application process within two months and the home visit is conducted on April 5, 2007. Lola must take the training before she can be approved to care for children under age 5. In this case, if the home visit was done prior to April 1, 2007, Lola would have until October 5, 2007, to complete the training.

NOTE ➤ There are some rural providers who will have difficulties attending a SBS stand-alone training. In these cases, the certifying agency may use the audio-visual training materials to train these providers. If the certifying agency wants to use the audio-visual training on case-by-case basis, the provider must document the completion of the training. After viewing the video, the provider must send the post training test to the certifying agency. The certifier must review the test to assure that the provider has completed the training and has gained understanding about the topic. If your agency is going to use the audio-visual training materials, the certifier must attend the 'train-the-trainer' event below so s/he is knowledgeable about the topic and able to review the post-training tests. If the certifier has not been trained, the certifying agency must require all providers to attend a stand-alone training.

TRAIN-THE-TRAINER EVENTS

Children's Trust Fund, DHFS and DWD are going to be offering 'train-the-trainer' events in various sites across the state. Please log onto CTF web site for details and to register <http://wctf.state.wi.us/>. An email will be sent to the certifying agencies once the training details have been posted.

If certifying agencies want to train their own providers (or use the training video to train certain providers who have difficulties attending a stand-alone training) on the Shaken Baby Syndrome, the certifiers must attend one of the events above. If a certifying agency is not interested in training their providers, the providers in that county/tribe must attend a stand-alone training event elsewhere, usually the local Child Care Resource and Referral (CCRR) agency.

Cost for the train-the-trainer event is \$25.

CERTIFYING AGENCIES INFORMING THEIR PROVIDERS ABOUT THE SHAKEN BABY SYNDROME

The certifying agencies are required to inform their providers about changes in laws and policies that pertain to certified providers. Enclosed is a sample document that the certifying agencies may use to inform the providers about this law.

We recommend that this flier be mailed to the providers and included in the re-certification packets starting February 1, 2007, so those providers who renew after April 1, 2007, will have an advance notice about this requirement.

CERTIFICATION RULE CHANGE

This bill requires DWD to promulgate DWD 55, certification administrative rules to add the Shaken Baby Prevention language. The department is working on that rule change language and will be informing the certifying department about the rule change process.

FURTHER INFORMATION

For further information on Shaken Baby Syndrome and updates on informational materials and training, please visit the Children's Trust Fund website at: <http://wctf.state.wi.us>

CONTACTS

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★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DWD/DWS/BWP/CCS/PZ