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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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Division of Family Supports

DWS OPERATIONS MEMO					
No:	07-50				
DATE:	09/05/2007				
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 Training – Policy Clarification**

**CROSS REFERENCE:** Operations Memo 07-02

**EFFECTIVE DATE:** Immediately

### **PURPOSE**

This memo is being issued to inform certifying agencies about a change in interpretation of the Shaken Baby Syndrome (SBS) Prevention Law pertaining to certified child care providers, their employees, substitutes and volunteers.

### **BACKGROUND**

The Shaken Baby Syndrome Prevention training became mandatory for new providers on 4/1/07. Providers who were certified before 4/1/07 must complete the training by their recertification date or by 10/5/07, whichever comes first. The law also requires any employee, substitute or volunteer to take the training prior to providing care and supervision to children in a certified child care setting.

## **POLICY CHANGE**

In order to make the compliance with the SBS law easier, the interpretation of the above law was recently changed slightly. Instead of requiring the full in-person SBS training prior to regulatory approval, the certifying agencies may offer an alternative option for providers (employees, substitutes, volunteers, etc) to comply with the SBS requirement. The agency may grant regulatory approval to a provider (or approve a substitute, employee, volunteer, etc) if s/he has completed one of the pre-training options explained below:

### **A. Pre-training - Watching a video on SBS prevention.**

After the provider (substitute, employee, volunteer, etc) has viewed the video, s/he must sign a statement confirming that s/he viewed it. The statement must include the name of the video, date of review, and signature. The provider (substitute, employee, volunteer, etc) must complete in-person training within 6 months of hire/regulatory approval.

The approved videos are:

#### **1. Portrait of Promise**

Available from Midwest Children's Resource Center at 651-220-6703. Ask for Jane Swenson. Here is a link to the MCRC order form:

<http://xpedio02.childrensmn.org/stellent/groups/public/@xcp/@web/@mrcac/@graphics/documents/embeddedgraphic/weborderform01-06.pdf>

*Portrait of Promise* can also be ordered from St. Paul Children's Hospital, 651-220-6750. Available in English, Spanish, Hmong, Somali.

#### **2. Never Shake a Baby – What Parents and Caregivers Need to Know**

The video is available online at:

<http://www.ottawakiwanis.org/video/nevershakeababy.mov>. This file is very large. It will take several minutes to download even with the fastest connection. The video *Never Shake a Baby* is available from the Ottawa Kiwanis for \$10.95 + shipping, with discounts for 25 copies or more:

<http://www.nevershakeababy.org/shakenbaby/nsborderform-c.pdf>

#### **3. New York Loves Safe Babies**

<http://www.ocfs.state.ny.us/main/prevention/tips.asp>. This video also includes information on SIDS. The video can be ordered from New York State or watched as a web cast (fast internet connection needed). Available in English and Spanish.

Providers may also borrow the SBS prevention videos from the Wisconsin Child Care Information Center at 800-362-7353 or <http://dpi.wi.gov/ccic/>.

### **B. Pre-training: Complete an online training followed by the in-person training.**

There are a couple online courses on SBS available for child care providers. According to the drafter of the bill, an online course alone does not meet the intent of the SBS law, however, an online course can be used as a form of a pre-training as long as the provider (employee, substitute, volunteer, etc) completes in-person training within 6 months.

Work and Family Consulting of SE Wisconsin [www.workandfamilyconsulting.com](http://www.workandfamilyconsulting.com) and Northeast Wisconsin Technical College <http://www.nwtc.edu/> have developed an on-line course in shaken baby syndrome prevention that may be used to meet the pre-work training requirement.

## **IN-PERSON TRAINING**

Providers (employees, substitutes, volunteers, etc) must complete an approved in-person training. Trainings that meet the requirement of the SBS law are:

1. Introduction to the Child Care Profession, Module A taken after 7/1/05.
2. Fundamentals of Infant/Toddler Care (not required for certified providers; however, if a provider chooses to take this course, s/he meets the SBS requirement).
3. Stand alone training offered by one of the following:
  - Class offered by one of the approved trainers listed at:  
<http://wctf.state.wi.us/home/SBS%20CC%20materials/Approved%20trainers.pdf>
  - Training offered by one of the approved agencies listed at:  
[http://dhfs.wisconsin.gov/rl\\_dcfs/pdf-ppt-docs/AgencyList.pdf](http://dhfs.wisconsin.gov/rl_dcfs/pdf-ppt-docs/AgencyList.pdf)

It is up to the certifying agency's discretion whether to allow providers to use the pre-training option above or continue requiring all providers (substitutes, employees, volunteers, etc) to complete the in-person training before regulatory approval/hire.

## **VOLUNTEERS**

A volunteer does not have to complete the SBS training if s/he is not counted in the staff/child ratio. In certified homes, if the volunteer is not left alone to supervise the children, s/he does not have to complete the training. Example: A 14-year old neighborhood teen is helping a certified provider during summer months. The teen helps set the table, clean, and prepare meals, and also participates in various play activities; however, she is never left alone with the children.

If an adult volunteer is left in charge for even a short time period, SBS training is required.

## **CHILD CARE PROVIDER CERTIFICATION (CCPC) DATABASE**

The CCPC database has been modified to include SBS training details. The system automatically enters an age-restriction if the provider has not completed the required SBS training. If an age-restriction exists, the county/tribal subsidy worker cannot create an authorization for a child under 5 years until the training has been completed and entered into CCPC. If your agency chooses to accept the pre-training option above, the certification worker must enter the SBS training information in CCPC after the provider has submitted a signed statement that s/he has completed the pre-training. The agency must manually keep track of completion of the in-person training required within 6 months.

If a provider who has completed the pre-training fails to complete the in-person training within 6 months, the certifier must manually enter an age-restriction into CCPC preventing the provider from caring for children under 5 years of age. The certifier must make sure the age-restriction is printed on the Certificate of Approval. A letter explaining the sanction must be sent to the provider.

## **DWD 55 – CERTIFICATION RULE CHANGE**

The Shaken Baby Syndrome Prevention bill requires DWD to promulgate rules to include the Shaken Baby training requirement. The above change in the interpretation of the SBS law will be included.

**CONTACTS**

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>.

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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.

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