

EVALUATOR MANUAL TRANSMITTAL SHEET

<u>Distribution:</u> <input type="checkbox"/> All Child Care Evaluator Manual Holders <input type="checkbox"/> All Residential Care Evaluator Manual Holders <input checked="" type="checkbox"/> All Evaluator Manual Holders	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><u>Transmittal No.</u></td> </tr> <tr> <td style="padding: 2px;">10RM-11</td> </tr> <tr> <td style="padding: 2px;"><u>Date Issued</u></td> </tr> <tr> <td style="padding: 2px;">October 2010</td> </tr> </table>	<u>Transmittal No.</u>	10RM-11	<u>Date Issued</u>	October 2010
<u>Transmittal No.</u>					
10RM-11					
<u>Date Issued</u>					
October 2010					

Subject:

Reference Material:

3-0050 – Three Component Orientation Process

Reason for Change:

Clarification of Orientation requirements

Filing Instructions:

REMOVE page 14–

INSERT –page 14

Approved:
Original Document Signed By
Gary Palmer for Thomas Stahl

10/21/2010

THOMAS STAHL Chief
 Policy Development Bureau
 Community Care Licensing Division

 Date
Contact Person:
Fernando SandovalPhone Number:
(916) 445-2154

3-0050 THREE COMPONENT ORIENTATION PROCESS (Continued)**3-0050**

If an existing licensee is applying for an increase in capacity only or changing the facility location, that individual does not have to attend or repeat the three components.

In most instances, the initial orientation (Component I) and the category specific regulation review (Component III) will be scheduled and conducted for individual facility categories. Component I and Component III sessions should be scheduled at least once a month. An applicant should not attend Component III until he/she has attended Component I, a face-to-face interview has been conducted and a pre-licensing visit has been done. The Licensing Program Analyst should schedule the applicant for a pre-licensing visit and a Component III session during the face-to-face interview.

The Licensing Program Analyst should allow approximately 4 to 6 hours for Component I category specific sessions, approximately 1 ½ to 3 hours for the face-to-face interviews and approximately 3 to 4 hours for Component III.

When individuals call to sign up for Component I, advise that they will be required to show photo I.D. at this component as well as Component II and III. Also advise the individual that their administrator/director (if not the applicant) is also required to attend all three sessions and must also bring a photo I.D.

Foster Family and Family Child Care Home categories are exempt from Components II and III. Component I sessions for these two categories should be self contained orientations which provide the applicant with both application and ongoing category specific requirements.