

Health Care Consultant Service Agreement & Process:

The Health Care Consultant Service Program includes specific initial & on-going **program/provider responsibilities**. Be sure to review the entire Health Care Consultant Service Process & program/provider responsibilities prior to completing the Health Care Consultant Service Agreement.

Getting Started

- Read & understand the entire Health Care Consultant Service Agreement & Process.
- Submit a signed Health Care Consultant Service Program Agreement with payment.
- Call the Finance Department one week after mailing Health Care Consultant Service Agreement to confirm receipt.
- After the Council receives your signed Health Care Consultant Service Agreement and payment, we will mail you the Health Care Plan Development Tool & a copy of the Health & Infection Control Regulations.

Developing a Health Care Plan

- Read the Health & Infection Control Regulations. Then complete the Health Care Plan Development Tool by answering, in writing, the questions found in the tool.
- Complete the Certification Checklist Form (enclosed) and mail or fax (761-1957) to the Council, the required MAT, CPR, & First Aid Certifications for your staff that will be authorized to administer medications.
- Mail in a copy of your completed responses from the Health Care Plan Development Tool and your program specific information that has been requested, ex: parent handbook, staff handbook, etc. – attention to the Health Services Department.
- You must submit your responses & your program specific information within one month of receiving the Health Care Plan Development Tool, so please note your date of submission. If this information is not received you will be removed from the service.
- Call your health care consultant to arrange an appointment for a phone conference to review the Health Care Plan Development Tool after it is completed and mailed. The phone conference will be scheduled within two weeks after submission of required information.
- The health care plan will be developed based upon your responses in the Health Care Plan Development Tool & from the results of the discussion with your health care consultant during the phone conference.

The Health Care Consultant Service Agreement will be null & void if the above steps are not carried out within the specified timeline. No refunds will be permitted – there will be no exceptions.

Health Care Plan Approval Process

- Your health care consultant will mail you a draft of the completed health care plan within 30 days after your phone conference.
- Review the completed draft health care plan and call your health care consultant for any needed changes (revisions, deletions, and / or additions) within two weeks of receipt.
- Any requested changes must be discussed & agreed upon by health care consultant and provider / program director.
- You must submit your original health care plan signature pages. There will be 3 pages for you to sign (Program Signature Page, HCP Program Responsibility Form & Waiver Request Form).
- After receipt of your health care plan signature pages, your health care consultant will approve your HCP by signing the HCC signature pages.
- After your health care plan is approved, you will receive copies of all HCP signature pages. You must keep your health care plan signature pages in your health care plan binder. It is your responsibility to ensure that you receive and file your HCP signature pages.
- For your convenience, if you have selected the **optional package**, three copies of the health care plan will be made. One copy will be given to your licensor/registrar, one copy will be provided to you in a binder with tabs, & one copy is for your health care consultant.

After Your Health Care Plan Is Approved

- The health care plan must be on site & available upon demand by a parent or guardian, OCFS or it's representatives.
- The health care plan must be followed by the provider / program after receiving your updated registration / license approving your program to administer medications.
- You must notify your health care consultant as soon as you receive your updated license / registration from the NYS Office of Children and Family Services that indicates you are approved to administer medications.
- In order to maintain a supportive working relationship, I encourage you to contact me for any questions, concerns, and any violations noted from your licensor or registrar.

Site visit

- A site visit will be conducted by your health care consultant to ensure your compliance with your policies and procedures as noted in your health care plan.
- You should also be aware that any representative of the Child Care Council is required to report possible regulatory violations to the appropriate authority.**

Your health care plan will be revoked if program's policies & procedures are not being followed as noted, if there is a change in staff that results in no or inadequate MAT Certified staff members, or if the program fails to notify HCC for license renewal, or for any changes.

Health Care Plan Renewal Process

- Your Health Care Consultant Service Agreement will expire two years from the start of your licensing / registration period. You must renew your Health Care Consultant Service Agreement in order to continue to receive Health Care Consultant Services.
- Call for your Health Care Consultant Renewal Package as soon as you begin your license / registration renewal process. The renewal process should begin at least 90 days before your license / registration expiration date.

Important Program Responsibilities:

- Authorized staff to administer medications (MAT certified staff) will have & maintain current MAT Certification, CPR (that covers the ages of children being cared for) and First Aid Certifications.
- MAT, CPR, and First Aid Certification renewal dates must be reviewed at least monthly by provider / program director. All required updates will be obtained prior to the expiration dates.
- If our department is **made aware of a lapse in certifications we must REVOKE your Health Care Plan**. You will be notified immediately to stop giving medications in your program. You must inform parents so that safety plans may be made for children requiring medication in your care. You will also have to inform your licensor / registrar. Your health care consultant will also inform your licensor / registrar.
- You must notify your health care consultant and licensor / registrar if there is any change of MAT certified staff members to administer medications, addition of new staff or removal of staff no longer working in the program,.
- A new staff member will not be allowed to administer medications until your health care consultant receives all of the required certifications, updates your health care plan listing the addition of the authorized staff to administer medications and signs your health care plan.
- All staff are required to review Health & Infection Control Regulations and your program's health care plan at a minimum of every year.
- Any new staff members will review Health & Infection Control Regulations and review your program's health care plan.
- In the event that any of the required certifications (MAT, CPR & First Aid) expire for any staff members authorized to administer medications (MAT certified staff members); they will no longer be authorized to administer medications. You must notify your health care consultant and licensor / registrar within two business days. Your health care consultant will update your

health care plan and remove any staff members with expired certifications as authorized staff to administer medications

Health Care Consultant Service & Health Care Consultant signature pages must be updated for:

- any changes to the health care plan
- at the time of license / registration renewal
- if the program moves to another location.

The approved Health Care Plan & Health Care Consultant signature pages may not be applied to another program.

Your Health Care Plan will be revoked for the following reasons:

1. If program's policies & procedures are not being followed as noted in your health care plan.
2. Expired MAT, CPR, and/or First Aid Certifications.
3. If there is a change in staff that results in no or inadequate MAT Certified staff members.
4. If program fails to notify health care consultant for license / registration renewal.
5. If the program fails to notify health care consultant of any changes to the Health Care Plan.