



# The Licensing Link

January— March 2018

Dakota County Social Services

## Inside this issue:

Fix-It Tickets	2
Updated Reportable Disease Information	3-4
Links & Resources	3
Parent Aware Sessions	5
Winter Outdoor Fun & Safety	6
Staff Directory	6
Quiz	7

## New Capacity Worksheets Available

We know two things about capacity here in Child Care Licensing:

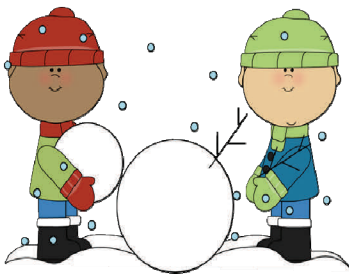
1. It's vital for the safety of children and good outcomes. Children need attention and love to thrive. Good supervision is key to ensuring children remain safe. Capacity limits are designed to help ensure both of these important needs are met.
2. It can be SUPER confusing.

We know capacity questions can be complex to work through. To help, we now have capacity worksheets available on our website. Look on our forms page (it's been updated!) and you'll see worksheets available to help providers assess capacity limits for A, C-1, C-2 and C-3 license classes.

The following is a link to the capacity worksheets:

[Child Care Licensing Forms](#)

The worksheets are a tool to help us all process capacity questions. We use them all of the time. Also, please don't hesitate to call your licenser and review your capacity with us. We understand how confusing it can be and we know you want the best for your children and the families you work with. We're always happy to help providers assess their current capacity or work through questions of future capacity.



Congratulations to Nancy Truong, Michelle Krouch, and Loisann Berg for participating in completing the quarterly newsletter quiz from October-December 2017, "The Licensing Link." The above names were drawn and received an ABC Toy Zone donation of a Melissa and Doug item for free as the winners of our monthly drawing. We would like to say a very special thank you to ABC Toy Zone for generously supplying these toys, as well as being a great resource for our Dakota County Family Child Care Providers. Continue reading the Licensing Link for more chances to be a winner of the ABC Toy Zone donated gifts!

ABC & Toy Zone  
820 W. 78th Street | Chanhassen, MN 55317 | 952-474-4366



## Fix-It Tickets!



Part of the new legislation is regarding the “Fix-It Ticket.” This is a new concept that was provider initiated during the 2017 legislative session. The MN Statute for Fix-It Tickets is 245A.065. You will find a list of the “violations eligible for a Fix-It Ticket” below. Please contact your individual licensing worker with further questions surrounding the Fix-It Ticket.

### Family Child Care Violations Eligible for a Fix-It Ticket as of January 1, 2018

Rule or Statute	Violation Description
9502.0335, subp. 10	The license is not posted in a prominent place.
9502.0375, subp. 2	Failure to report that a household member has moved out in the past 30 days.*
9502.0405, subp. 3	Updates or changes to written policies have not been made as required.*
9502.0405, subps. 4 and 4(A)	Any items are missing on admission and arrangements form, or if items on the admission and arrangements form have not been updated.*
9502.0415, subp. 3.	Toys have damage that is cosmetic in nature (e.g., a missing door knob from a dramatic play kitchen set) and is not hazardous to children.*
9502.0425, subp. 5	The self-closing mechanism on the door from the home to the garage is broken.*
9502.0425, subp. 8	The indoor areas used by children are found to be between 59 and 61 degrees.*
9502.0425, subp. 10	Items that can easily be moved are on the stairs.*
9502.0425, subp. 16	A fire extinguisher has not been serviced annually, but it is overdue by less than one month.*
9502.0435, subp. 7	One item from the list of required items is missing from the first aid kit.
9502.0435, subp. 8(B)	Emergency phone numbers are not posted by the telephone.*
9502.0435, subp. 8(E)	Batteries are missing or dead in a flashlight or portable radio.*
9502.0435, subp. 12(C)	The license holder does not have the verification and/or tags that rabies vaccines have been provided to all dogs and cats, but all dogs and cats have received timely vaccinations.*
9502.0435, subp. 13(A)	Clean diapers are stored in a place that is accessible to children.
9502.0445, subp. 4(B)	The refrigerator is at a temperature of 41 degrees.*
9502.0445, subp. 3(D)	Bottles are unlabeled but the license holder can demonstrate that the license holder knows which bottle belongs to which infant.
245A.148	The cleaning product for disinfecting the diaper area does not meet requirements.*
245A.152	The license holder does not have verification of proof of liability insurance but the liability insurance is valid.*
245A.50, subd. 7	The license holder has completed training but is unable to locate verification at the time of the visit.*
* Items marked with an asterisk are violations that stakeholders and/or county partners requested be made eligible for a fix-it ticket.	

If you are reading this carefully, email your licensing worker with the subject line “reportable” and your full name in the body of the email to be entered into our next ABC Toy Zone drawing!



# Updated Reportable Disease information from the Minnesota Department of Health

In 2017, The Minnesota Department of Health updated their worksheet regarding reportable diseases.

You can find the updated worksheet here:

[Reportable Disease Information MN  
Dept. of Health](#)



Hennepin County has a complete online manual regarding infectious diseases in childcare settings. The manual includes parent fact sheets and technical fact sheets (for childcare providers) on dozens of diseases. These sheets are a great way to learn more regarding disease symptoms, spread, and recommended exclusion policies.

The manual can be found here:

<https://www.hennepin.us/childcaremanual>

The logo for Hennepin County, Minnesota, with the text 'HENNEPIN COUNTY' above 'MINNESOTA' in white capital letters on a dark blue background.

HENNEPIN COUNTY  
MINNESOTA



Links to both of these resources, plus more, can always be found on the Dakota County Child Care page under *Resources*:

[https://www.co.dakota.mn.us/  
HealthFamily/ChildCare/Providing/Pages/  
resources-links.aspx](https://www.co.dakota.mn.us/HealthFamily/ChildCare/Providing/Pages/resources-links.aspx)



*If you have any questions regarding reporting a disease, please don't hesitate to contact your licensor.*

## Did You Know?

You can receive direct updates from DHS regarding Family Child Care at:

[DHS-Family Child Care](#)

At the bottom of this website, there is a place for you to enter your email to receive these updates.



# Diseases Reportable to the Minnesota Department of Health

651-201-5414 or 1-877-676-5414

24 hours a day, 7 days a week

## REPORT IMMEDIATELY BY TELEPHONE

Anthrax ( <i>Bacillus anthracis</i> ) (1)	Orthopox virus (1)
Botulism ( <i>Clostridium botulinum</i> )	Plague ( <i>Yersinia pestis</i> ) (1)
Brucellosis ( <i>Brucella</i> spp.) (1)	Polioyelitis (1)
Cholera ( <i>Vibrio cholerae</i> ) (1)	Q fever ( <i>Coxiella burnetii</i> ) (1)
Diphtheria ( <i>Corynebacterium diphtheriae</i> ) (1)	Rabies (animal and human cases and suspected cases)
Free-living amebic infection (1)	Rubella and congenital rubella syndrome (1)(2)
(Including at least: <i>Acanthamoeba</i> spp., <i>Naegleria fowleri</i> , <i>Balamuthia</i> spp., <i>Sappinia</i> spp.)	Severe Acute Respiratory Syndrome (SARS) (1)(2)
Hemolytic uremic syndrome (1)	Smallpox (variola) (1)
Measles (rubeola) (1)	Tularemia ( <i>Francisella tularensis</i> ) (1)
Meningococcal disease ( <i>Neisseria meningitidis</i> ) (Invasive) (1)(2)	Unusual or increased case incidence of any suspect infectious illness (1)
Middle East Respiratory Syndrome (MERS) (1)	Viral hemorrhagic fever (1)
	(including but not limited to Ebola virus disease and Lassa fever)

## REPORT WITHIN ONE WORKING DAY

Amebiasis ( <i>Entamoeba histolytica/dispar</i> )	Listeriosis ( <i>Listeria monocytogenes</i> ) (1)
Anaplasmosis ( <i>Anaplasma phagocytophilum</i> )	Lyme disease ( <i>Borrelia burgdorferi</i> , and other <i>Borrelia</i> spp.)
Arboviral disease	Malaria ( <i>Plasmodium</i> spp.)
(Including, but not limited to, La Crosse encephalitis, eastern equine encephalitis, western equine encephalitis, St. Louis encephalitis, West Nile virus disease, Powassan virus disease, and Jamestown Canyon virus disease)	Meningitis (caused by viral agents)
Babesiosis ( <i>Babesia</i> spp.)	Mumps (1)
Blastomycosis ( <i>Blastomyces dermatitidis</i> )	Neonatal sepsis (1)(2)
Campylobacteriosis ( <i>Campylobacter</i> spp.) (1)	(bacteria isolated from a sterile site, excluding coagulase-negative <i>Staphylococcus</i> less than seven days after birth)
Carbapenem-resistant Enterobacteriaceae (CRE) (1)	Pertussis ( <i>Bordetella pertussis</i> ) (1)
Cat scratch disease (infection caused by <i>Bartonella</i> species)	Psittacosis ( <i>Chlamydia psittaci</i> )
Chancroid ( <i>Haemophilus ducreyi</i> )	Retrovirus infections
Chikungunya virus disease	Salmonellosis, including typhoid ( <i>Salmonella</i> spp.) (1)
<i>Chlamydia trachomatis</i> infections	Shigellosis ( <i>Shigella</i> spp.) (1)
Coccidioidomycosis	Spotted fever rickettsiosis
<i>Cronobacter sakazakii</i> in infants under one year of age (1)	( <i>Rickettsia</i> spp. infections, including Rocky Mountain spotted fever)
Cryptosporidiosis ( <i>Cryptosporidium</i> spp.) (1)	<i>Staphylococcus aureus</i> (1)
Cyclosporiasis ( <i>Cyclospora</i> spp.) (1)	(only vancomycin-intermediate <i>Staphylococcus aureus</i> [VISA], vancomycin-resistant <i>Staphylococcus aureus</i> [VRSA], and death or critical illness due to community-associated <i>Staphylococcus aureus</i> in a previously healthy individual)
Dengue virus infection	Streptococcal disease - invasive disease caused by Groups A and B streptococci and <i>S. pneumoniae</i> (1)(2)
<i>Diphyllobothrium latum</i> infection	Streptococcal disease - non-invasive <i>S. pneumoniae</i>
Ehrlichiosis ( <i>Ehrlichia</i> spp.)	(urine antigen laboratory-confirmed pneumonia)
Encephalitis (caused by viral agents)	Syphilis ( <i>Treponema pallidum</i> ) (1)
Enteric <i>Escherichia coli</i> infection (1)	Tetanus ( <i>Clostridium tetani</i> )
( <i>E. coli</i> O157:H7, other Shiga toxin-producing <i>E. coli</i> , enterohemorrhagic <i>E. coli</i> , enteropathogenic <i>E. coli</i> , enteroinvasive <i>E. coli</i> , enteroaggregative <i>E. coli</i> , enterotoxigenic <i>E. coli</i> , or other pathogenic <i>E. coli</i> )	Toxic shock syndrome (1)
Giardiasis ( <i>Giardia intestinalis</i> )	Toxoplasmosis ( <i>Toxoplasma gondii</i> )
Gonorrhea ( <i>Neisseria gonorrhoeae</i> infections)	Transmissible spongiform encephalopathy
<i>Haemophilus influenzae</i> disease (all invasive disease) (1)(2)	Trichinosis ( <i>Trichinella spiralis</i> )
Hantavirus infection	Tuberculosis ( <i>Mycobacterium tuberculosis</i> complex) (1)
Hepatitis (all primary viral types including A, B, C, D, and E) (1)	(pulmonary or extrapulmonary sites of disease, including clinically diagnosed disease). Latent tuberculosis infection is not reportable.
Histoplasmosis ( <i>Histoplasma capsulatum</i> )	Typhus ( <i>Rickettsia</i> spp.)
Human immunodeficiency virus (HIV) infection,	Unexplained deaths and unexplained critical illness
including Acquired Immunodeficiency Syndrome (AIDS) (1)	(possibly due to infectious cause) (1)
Influenza (1)	Varicella (chickenpox) (1)
(unusual case incidence, critical illness, or laboratory-confirmed cases)	<i>Vibrio</i> spp. (1)
Kawasaki disease	Yellow fever
<i>Kingella</i> spp. (invasive only) (1)(2)	Yersiniosis, enteric ( <i>Yersinia</i> spp.) (1)
Legionellosis ( <i>Legionella</i> spp.) (1)	Zika virus disease (1)
Leprosy (Hansen's disease) ( <i>Mycobacterium leprae</i> )	Zoster (shingles) (1)
Leptospirosis ( <i>Leptospira interrogans</i> )	(all cases <18 years old; unusual case incidence/complications regardless of age)

## SENTINEL SURVEILLANCE\*

\*Diseases reportable through sentinel surveillance are reportable based on the residence of the patient or the specific health care facility. Sentinel surveillance is not statewide reporting.

<i>Staphylococcus aureus</i> (1)(2)
Candidemia ( <i>Candida</i> spp.) (blood isolates only) (1)(2)
Carbapenem-resistant <i>Acinetobacter</i> spp. (CRA), and <i>Pseudomonas aeruginosa</i> (CR-PA) (1)
<i>Clostridium difficile</i> (1)
Severe Acute Respiratory Illness (1)
Respiratory syncytial virus (RSV)

## FOOTNOTES

- 1 Submission of clinical materials required. Submit isolates or, if an isolate is not available, submit material containing the infectious agent in the following order of preference: a patient specimen; nucleic acid; or other laboratory material. Call the MDH Public Health Laboratory at 651-201-4953 for instructions.
- 2 Invasive disease only: isolated from a normally sterile site, e.g.: blood, CSF, joint fluid, etc.
- 3 In the event of SARS or another severe respiratory outbreak, also report cases of health care workers hospitalized for pneumonia or acute respiratory distress syndrome.
- 4 Also report a pregnancy in a person with Zika; or a person chronically infected with hepatitis B, HIV, or syphilis.

## TO REPORT

- For diseases that require immediate reporting call: 651-201-5414 or 1-877-676-5414.
- Report forms can be downloaded at: <http://www.health.state.mn.us/diseasereport>

**MDH** Minnesota Department of Health

Infectious Disease Epidemiology, Prevention and Control  
Phone: 651-201-5414 or 1-877-676-5414 | Fax: 651-201-5743  
[www.health.state.mn.us/diseasereport](http://www.health.state.mn.us/diseasereport) ID# 53119 | 1/2017



Join me for  
a **FREE**  
Professional  
Development  
Advising  
session.

Register for a meeting with your  
Professional Development Advisor to complete your  
**FIRST STEP** toward your Parent Aware star rating!

Come learn about:



- Parent Aware training requirements
- Develop memberships
- How to find your Develop Learning Record
- How to track your training
- Organization accounts

**JANUARY 2018**

**DAKOTA:**

January 3, 2018  
6:30–8pm  
Farmington Library  
508 3rd Street  
Farmington, MN

January 23, 2018  
6:30–8pm  
Wescott Library  
1340 Wescott Rd  
Eagan, MN

**SCOTT/CARVER:**

January 11, 2018  
6:30–8pm  
Prior Lake Library  
16210 Eagle Creek SE  
Prior Lake, MN

**WASHINGTON:**

January 9, 2018  
6:30–8pm  
Hardwood Creek Library  
19955 Forest Rd N  
Forest Lake, MN

**FEBRUARY 2018**

**DAKOTA:**

February 7, 2018  
6:30–8pm  
Robert Trail Library  
14395 S Robert Trail  
Rosemount, MN

**SCOTT/CARVER:**

February 6, 2018  
6:30–8pm  
Chanhassen Library  
7711 Kerber Blvd,  
Chanhassen, MN

**WASHINGTON:**

February 15, 2018  
6:30–8pm  
Park Grove Library  
7900 Hemmingway Ave S  
Cottage Grove, MN



**Pre-registration is required  
and space is limited!**

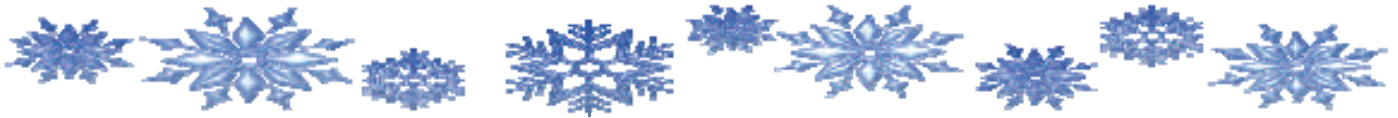
To register or for questions contact **Cheryl Kottke** at  
ckottke@thinksmall.org or 651-233-2260.

# Winter Outdoor Fun and Safety

As I write this, the temperature is above average, which has not happened a lot this winter. Please remember that Rule 9502.0415, Subpart 1 A, requires activities to be scheduled indoors and outdoors, weather permitting. That means we should be able to see tiny footprints in your play area at our visits! While it may be difficult to get one infant, two toddlers and three preschoolers into their outdoor gear, once you and they are outside, it is so worth it, **even if only for a few minutes**. Below are some reminders about outdoor safety and some fun ideas for large muscle activities, indoors and out!

- Please encourage parents to bring outdoor gear for their child(ren): snow pants, winter coat, mittens/gloves, boots, hats, scarves, etc. as well as extra clothing for accidents and wet clothes.
- Encourage children to put on the outdoor clothing that they are capable of. For example, little ones might like to put on their own boots or hats. This will help you with the process of getting everyone ready for the outdoors.
- Have fun! Make spray bottles with colored water to “paint” the snow. Have the children build snow people, make snow angels, pull each other in sleds, take a walk and notice things you might not without snow.
- If it’s too cold to go outside, make an “obstacle course” inside—even in a small area, just move coffee tables, chairs, etc. out of the way or make them a part of the course. Build tall towers and knock them down. Have a dance party. Do karaoke. Open the door and let each child scream to the outside world.

Make it fun. We’ve chosen to live in Minnesota and the winters can be so great and fun if we just take advantage of them!



Dakota County Child Care Licensing Directory

Dakota County Social Services

<http://www.co.dakota.mn.us/healthfamily/childcare/providing>

14955 Galaxie Avenue | Apple Valley, MN 55124

Phone: (952) 891-7400 | Fax: (952) 891-7473

Supervisor: Warren Chaffee	<a href="mailto:warren.chaffee@co.dakota.mn.us">warren.chaffee@co.dakota.mn.us</a>	952-891-7462	
Michelle Engquist	<a href="mailto:michelle.engquist@co.dakota.mn.us">michelle.engquist@co.dakota.mn.us</a>	952-891-7481	Hampton, Northfield, Randolph, South St. Paul, Vermillion
Susan Erickson	<a href="mailto:susan.erickson@co.dakota.mn.us">susan.erickson@co.dakota.mn.us</a>	952-891-7985	Farmington, Lakeville R—Z
Kim Leipold	<a href="mailto:kim.leipold@co.dakota.mn.us">kim.leipold@co.dakota.mn.us</a>	952-891-7380	Apple Valley, Lakeville A—Q, churches & small groups
Jenna Lyons	<a href="mailto:Jenna.lyons@co.dakota.mn.us">Jenna.lyons@co.dakota.mn.us</a>	952-891-7362	Eagan, Inver Grove Heights
Amy Novak	<a href="mailto:amy.novak@co.dakota.mn.us">amy.novak@co.dakota.mn.us</a>	952-891-7841	Burnsville R—Z, Mendota Heights, Rosemount
Jolene Swan	<a href="mailto:jolene.swan@co.dakota.mn.us">jolene.swan@co.dakota.mn.us</a>	952-891-7361	Burnsville A—Q, Hastings, West St. Paul

Name:

City:

## **January—March 2018 Newsletter Quiz**

**\*\*Complete for 1 hour of training credit!\*\***

1. What is the phone number to call if you have a reportable disease in your child care?
2. Emergency phone numbers are not posted by the telephone is a “Fix-It Ticket” item. T or F
3. Where can you find the “capacity worksheets?”
4. Providers can contact their licensing worker with any question they may have regarding any licensing topic. T or F
5. How can providers sign up for direct updates from DHS?
6. When is the first day of Spring?
7. What is the website to download forms to report a disease to the MN Department of Health?
8. Children must go outside daily, weather permitting. T or F