

STEPS TO BECOMING A CCAIR APPROVED SITE

(Contact information included)



MISSISSIPPI CHILDCARE CRISIS
ASSISTANCE IN ISOLATION RESPONSE PLAN



1. Contact the Mississippi Department of Human Services to request information

Visit www.mdhs.ms.gov/ccair or email ccair@mdhs.ms.gov for information about how to become a CCAIR site.



2. READ the CCAIR site manual

The manual can be downloaded at www.mdhs.ms.gov/ccair



3. Apply online to become a CCAIR site

The link to the online application can be found at <https://app.smartsheet.com/b/form/d31a8e79029c4f76a11305c1c1aefbbd>



4. Complete requirements for ALL staff:

• Criminal Background Checks

All staff must have the following criminal background checks before being allowed to work onsite:

1. In-State Criminal Registry Check
2. In-State Sex Offender Check
3. In-State Child Abuse and Neglect Check
4. National FBI Criminal Fingerprint search
5. National Criminal Information Center Search (NCIC)
6. National Sex Offender Registry Search (NSOR)

Contact Molly Chew at the Mississippi State Department of Health Criminal History Records Division at 601-364-1101 or molly.chew@msdh.ms.gov if you have any questions or need to have criminal background checks run for any staff.

• Staff Immunizations

All staff must have current MSDH Immunization 121 Form, or a waiver authorized by the Mississippi State Department of Health before being allowed to work onsite.

Contact Melody Winston at 601-576-7751 at the Immunization Office at Mississippi State Department of Health if you have any questions or need official confirmation of immunizations records that may be lost or not accessible.

• Health and Safety Training (online course)

All staff must complete a self-paced Health and Safety Training online (approx. one hour). At the end of the training, the staff member will receive a certificate. This certificate should be kept on site to show to the inspector. Here is a link to register for the training: <https://eca.catalog.instructure.com/courses/cpp-health-and-safety-training-course>

Contact Shalon Farris at sfarris@mccb.edu or 601-432-6514 at the Early Childhood Academies at if you have any questions.



• First Aid/CPR Certified

A minimum of one staff member who is First Aid/CPR certified must always be on site when children are present at the CCAIR site.

Contact the American Heart Association at 800-242-8721 for assistance with finding a local CPR trainer.



• CCAIR Orientation Training (online course)

CCAIR administration or the Site Coordinator must complete the online CCAIR training. (approx. 30 minutes). Go to this link: <https://mvcc16.instructure.com/enroll/A87CNJ>. Create a login. Go to the Dashboard and click on ECA-MECIC Early Education Training. Select the CCAIR Orientation Training course.



• E-Ledger Training (online course)

ONLY required if the site accepts children with subsidy certificates

This training (approx. one hour) is only required for staff that are assigned to enter attendance online of children that have a subsidy certificate. Register for the training at this link <https://www.mdhs.ms.gov/early-childhood-care-development/3577-2/>.



5. Schedule a site inspection

The potential site will be inspected by the Mississippi State Department of Health. Be sure to have criminal background checks and immunization records for all staff. Contact the CCAIR coach assigned to the site to coordinate the inspection and answer any questions.



6. Sign the CCAIR attestation

The CCAIR attestation will be sent to the site representative for an electronic signature after the site is approved.



7. Collect 121 immunization forms for children

All children must have a current MSDH Immunization 121 Form or waiver authorized by Mississippi State Department of Health before attending. Collect a copy of the form.



8. Register children online

Register all the children that will be receiving care at the site. A registration link will be sent by email after the site is approved.

