

STEPS TO BECOMING A CCAIR APPROVED SITE



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.



• CCAIR Training Course

A minimum of one staff member must complete the online CCAIR site. This should be a person in leadership at the site such as the Site Coordinator.



2. READ the CCAIR site manual



• E-Ledger Training (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.



3. Register online as a CCAIR site

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)



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.



6. Sign the CCAIR attestation and upload W-9

The CCAIR attestation will be sent to the site representative for an electronic signature. Each site will also be required to upload a W-9.



• 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.



7. Collect 121 immunization forms for children

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



• Health and Safety Training

All staff must complete a self-paced Health and Safety Training online (approx. one hour).



8. Register children online

Register all the children that will be receiving care at the site.



• 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.



MISSISSIPPI STATE DEPARTMENT OF HEALTH