

DHS Child Care Center Licensing Training: Individual Child Care Program Plans (ICCPP)

Using Webex

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Use your handout for notetaking

The sections to follow outline the content presented during the training. Spaces have been made available for notetaking during the presentation or when reviewing the information at another time. The handout can be printed and used for notes, or it can be opened with a PDF application that allows you to add text, highlight and make comments without printing it first. Some internet browsers will allow you to open a PDF document and add text, but anything added to the document may not be saved when the browser is closed. When using a PDF document that you will fill-in information, follow the recommended steps:

1. Download and save the document on your device.
2. Open the document in a PDF viewing application on your device.
3. Save the document again before closing it.



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Individual Child Care Program Plans



Introduction

The following section is a broad overview of the training objectives and topics covered. It contains applicable web links to Minnesota Statute and Rule requirements, DHS websites, forms, and resources; graphics and some images from the presentation; and space for notetaking. The section can be used as an agenda for the training, as it also outlines the training introduction, activities, review, and resources in sequential order.



Learning objectives

- Define and explain individual child care program plans (ICCPP)
- Evaluate when an ICCPP is required in a licensed child care center
- Identify statute and rule that applies to the documentation, use, training, and review of an ICCPP
- Demonstrate how to adequately complete the DHS individual child care program plan to be compliant with licensing requirements

What is an ICCPP?

An individual child care program is a plan used to:

- Describe an individual child's cognitive, physical, social, or emotional needs
- Document how the center will carry out the implementation of accommodations to meet the individual needs of the child in the child care center setting
- Support staff in their work

Individual Child Care Program Plans, [Minnesota Rules, part 9503.0065](#)

- Must be in writing
- Must specify methods of implementation
- Must be reviewed and followed by all staff who interact with the child
- And, the license holder must ensure that any additional staff, staff qualifications, or training required by the child's ICCPP are provided

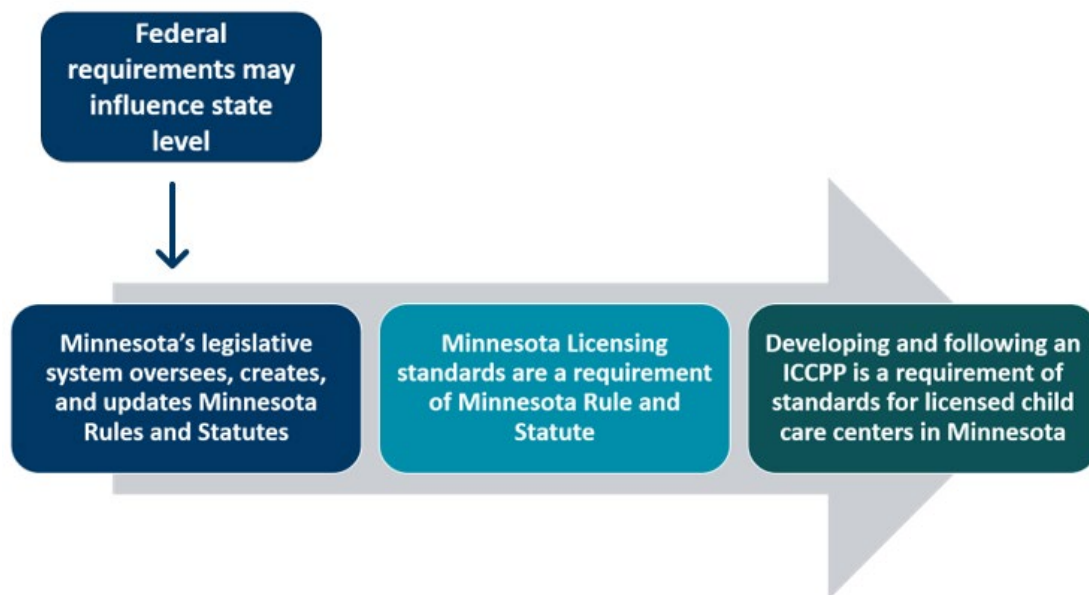
Terms commonly used to when working with ICCPPs

- ICCPP - Individual child care program plan, [Minnesota Rules, part 9503.0065, subp. 3](#)
- IEP – Individualized Educational Program, [Minnesota Statutes, section 125A.08](#)
- IFSP – Individual Family Service Plan
- IPP – Individual Program Plan, [Minnesota Rules, part 9522.0004, subp. 11](#)
- ISP – Individual Service Plan, [Minnesota Rules, part 9525.0004, subp. 12](#)
- [504 Plan](#)
- Case Management, [Minnesota Rules, part 9525.0004, subp. 3](#)

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Rule and statute



- [Office of the Revisor of Statutes website](#) maintains a searchable site to all MN Statutes, Laws, and Rules
- [Minnesota Rules, part 9503.0065](#) Child Care for Children with Special Needs, which also references
 - [MN Rules, chapter 9525, parts 9525.004 to 9525.0036](#) Programs for Persons with Developmental Disabilities
 - [Minnesota Statutes, chapter 125A](#) Special Education and Special Programs
- [Minnesota Rules, part 9503.0125](#) Children's Records
- [Minnesota Statutes, chapter 245A.41](#) Child Care Center Health and Safety Requirements
- [Minnesota Statutes, chapter 245.40](#) Child Care Center Training Requirements

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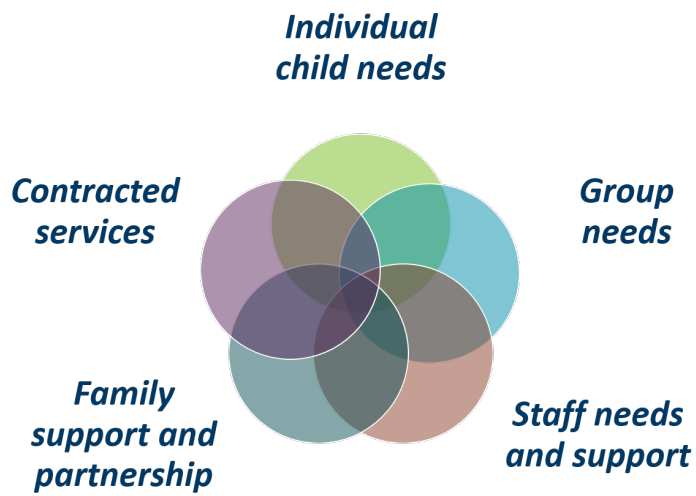
Additional sources of information related to children with special needs, disabilities, and child care*

- [Extension Alliance for Better Child Care](#), a national cooperative extension resource funded by the USDA National Institute of Food and Agriculture
- [What Child Care Providers Need to Know about Disability Laws?](#)
- [What Do Child Care Providers Need to Know about IEPs and IFSPs?](#)
- [Dealing with Allergic Reactions in Child Care](#)
- [Minnesota Department of Health](#)
- [Minnesota Department of Education](#)
- [Help Me Grow](#)
- [Center for Inclusive Child Care](#)
 - Guest speakers: Priscilla Weigel, CICC Executive Director and Jacy Nylander, Lead Coach
- [DHS Early Childhood Mental Health Consultation](#) for more information inquire at:
 - DHS.ECMH@state.mn.us
- [DHS Disability Services](#)
- [Minnesota Department of Human Rights](#)
- [Center for Early Education and Development \(CEED-UMN\)](#)
- [Pacer Center](#)
- [Child Mind Institute](#)
- [Food and Allergy Research and Education \(FARE\)](#)

** These resource articles are referenced for additional information. They not licensing requirements, nor does the DHS Child Care Center Licensing Unit endorse these articles or organizations. Always refer to MN Statute and Rules for actual licensing requirements. Contact your licensor with questions.*

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Benefits of developing an ICCPP



Gather and assess needs

Assess the child's needs

Assess the environment

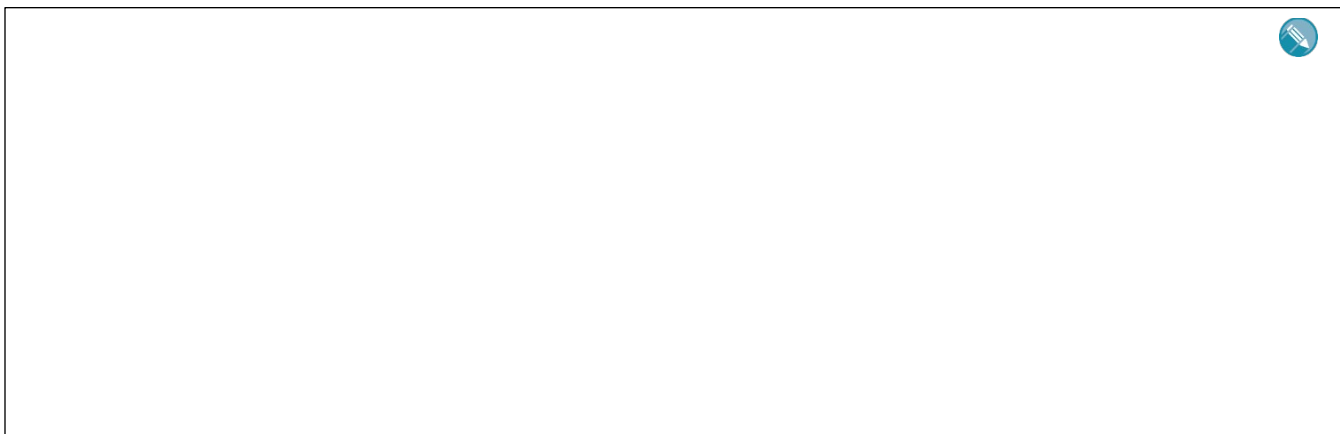
Consider within the group aspect

Consider staff needs based on findings

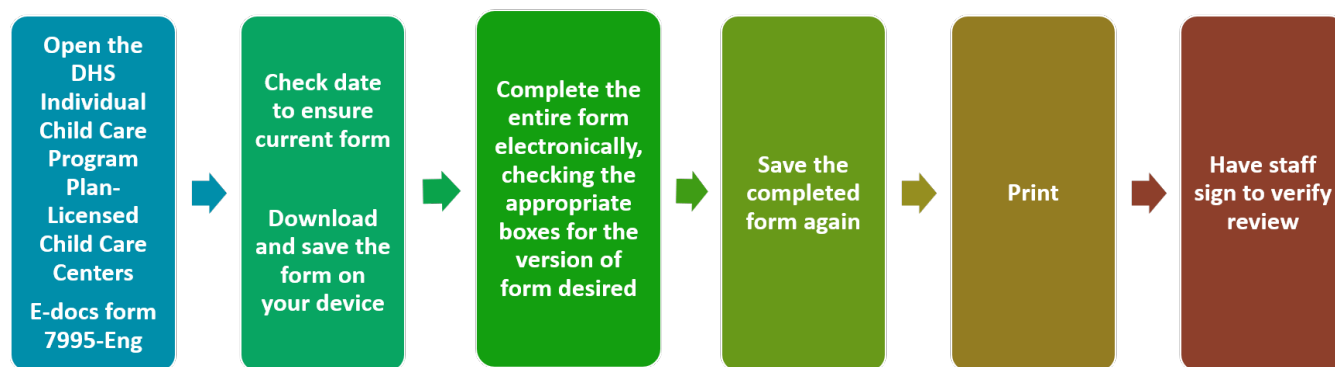
Required training for child care center staff



See [Child Care Center Licensing webpage](#) for additional forms and other documents such as optional Orientation Training Record and In-service Training Record forms.



DHS Individual Child Care Program Plan form*



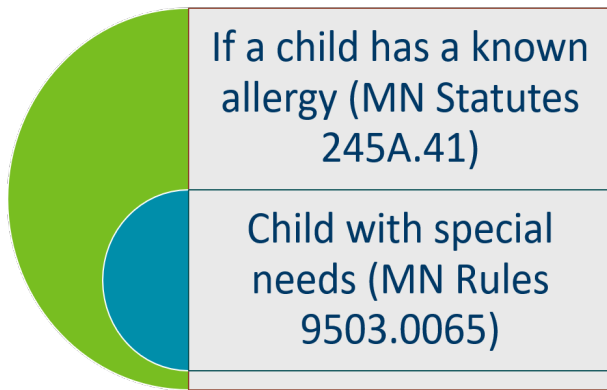
Find the form on the DHS website:

[Licensed child care centers](#) > Forms and other documents > Optional forms > ICCPP

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**DHS ICCPP form is not a statute or rule required form, however, has been created to ease with meeting documentation requirements. Always ensure you are using the latest version from our website to meet all requirements.*

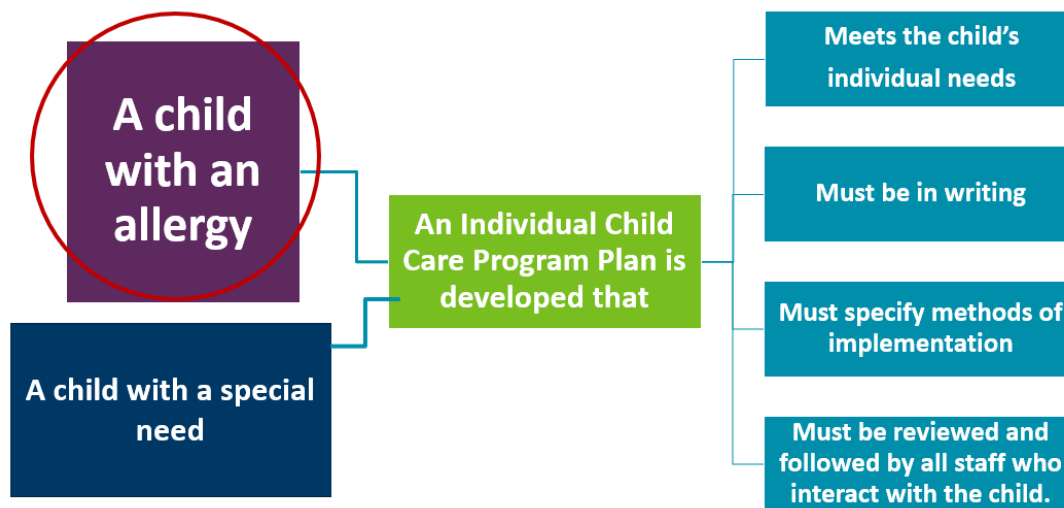
When is an ICCPP required?



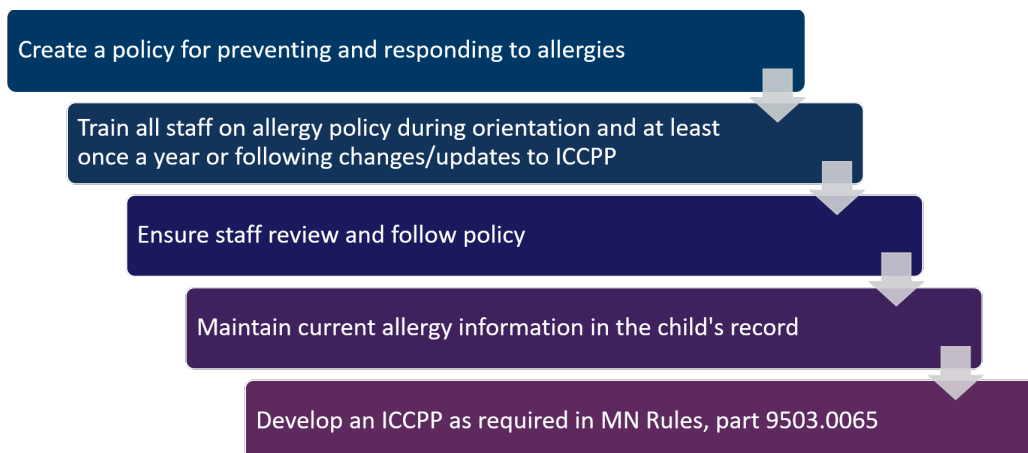
Large group activity: Nico's story

Individual child care program plans for children with allergies

Requirements



Allergy prevention and response



- [MN Statutes, chapter 245A.41](#): Child Care Center Health and Safety Requirements; and
- [MN Rules, part 9503.0065, subpart 3](#): Individual Child Care Program Plan

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ICCPP-Allergy details

- Description of allergy
- Child-specific triggers
- Child-specific symptoms of an allergic reaction
- Avoidance techniques
- Parent contact information, parent must be notified as soon as possible in instance of exposure or reaction per MN Statutes, section 245A.41, subd. 1 (e)
- Procedures for responding to an allergic reaction, including
 - Medication information, including dosage
 - Doctor's contact information

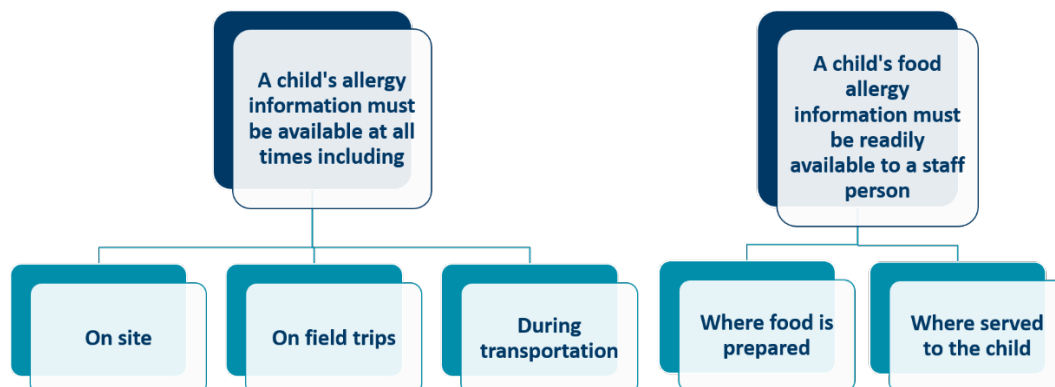


Children with allergies and the development of ICCPPs



Allergy information available at all times

[Minnesota Statutes, section 245A.41, subd. 1, para. \(d\)](#)



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Confidentiality

- The Individual child care program plan must be kept as part of the child's record.
- Per [Minnesota Rules, 9503.0125](#), the license holder shall not disclose a child's record to any person other than the child, the child's parent or guardian, the child's legal representative, employees of the license holder, and the commissioner unless the child's parent or guardian has given written consent or as otherwise required by law.

[Minnesota Rules, part 9503.0125](#) states that license holders shall not disclose a child's record without parent permission.

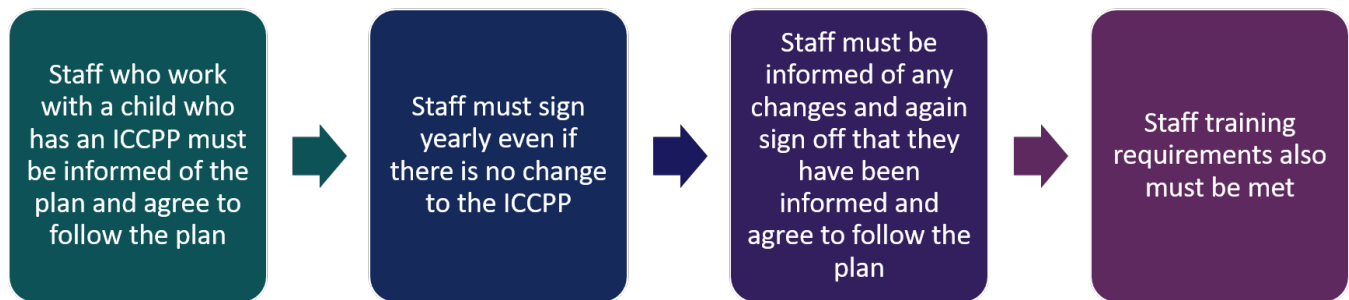
If the center posts child's allergy information in a location visible to others in the program, parental permission is required.

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified the above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L07)

I give permission for the provider to post my child's name, allergy information, and treatment information in a place visible to others at the program.

| | | |
|----------------------------------|---|------|
| <input type="checkbox"/> I agree | PARENT ELECTRONIC SIGNATURE (type name) | DATE |
|----------------------------------|---|------|

For staff that care for a child with an allergy



ICCPP-Allergy review requirements

Plans must be reviewed at least each calendar year or following any changes to the child's allergy information

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Yearly review and changes for ICCPP – Allergy

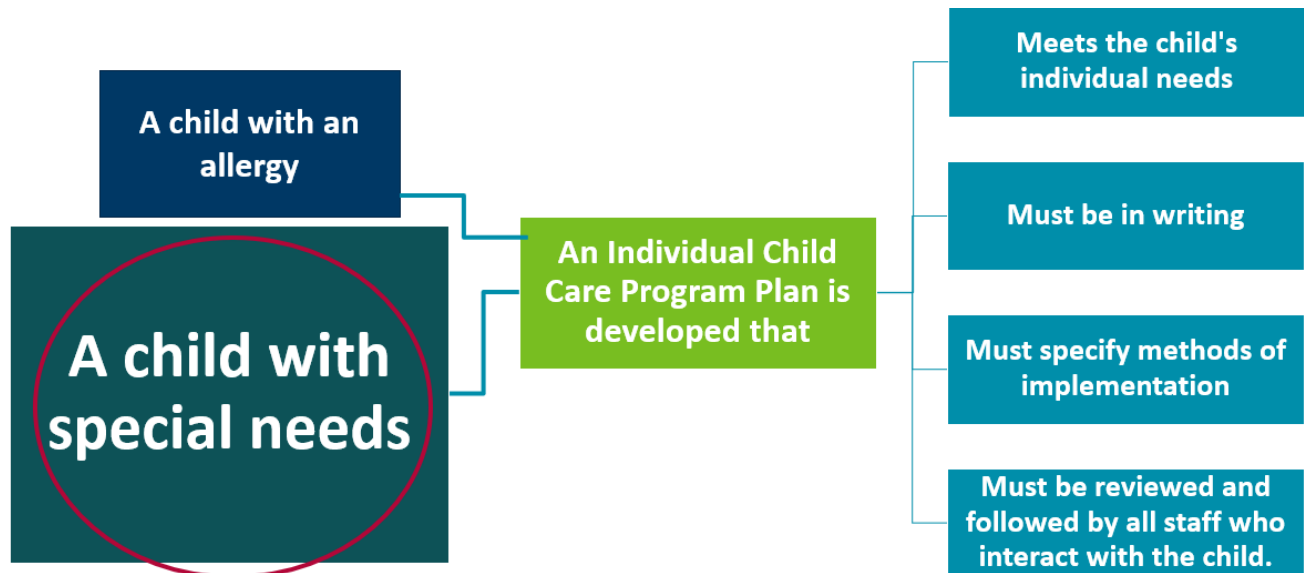
Individual Child Care Program Plan - Allergy is to be reviewed at least once each calendar year or following any changes per [Minnesota Statutes, chapter 245A.41, subdivision 1\(C\)](#).

☐ No changes at yearly review

☐ Changes at yearly review or as needed



Individual child care program plans for children with special needs



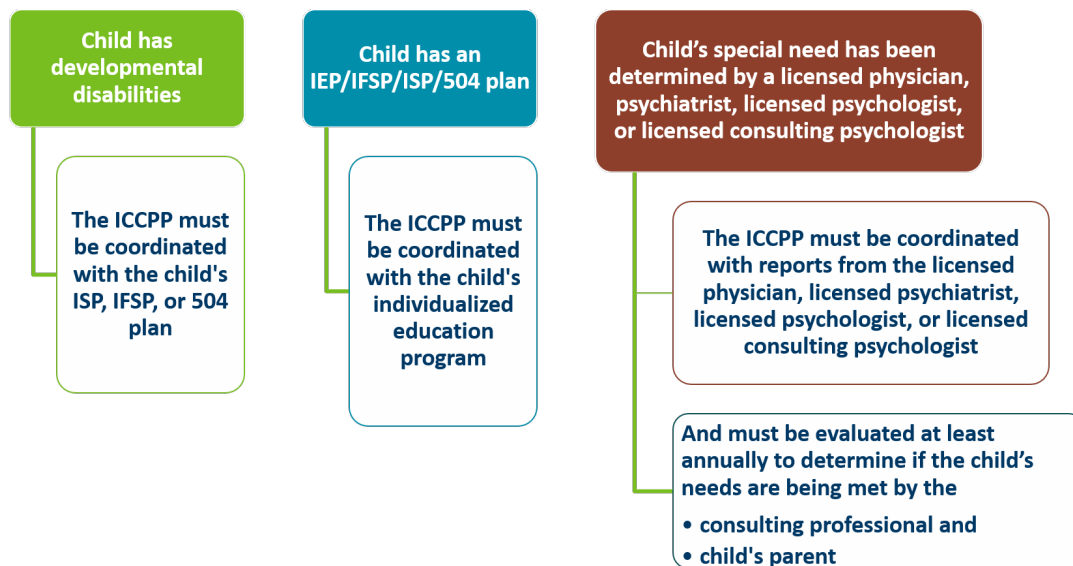
Child care for children with special needs

[Minnesota Rules, part 9503.0065, subp. 1](#)

Child with “special needs” for this purpose means a child at least six weeks old but younger than 13 years old who:

- Has developmental disabilities or is otherwise eligible for case management and has an individual service plan specifying care provided by the center
- Has been identified by a school district as having a disability and has an individualized education program plan specifying care provided by the center, i.e., IEP/IFSP/ISP/504
- Has been determined by a licensed physician, psychiatrist, licensed psychologist or licensed consulting psychologist as having a special need relating to physical, social, or emotional development

Requirements



The license holder must also:

- Have copies of all service contracts for care or services when care or service is provided at the center under [Minnesota Rules, parts 9525.0004 to 9525.0036](#) and [Minnesota Statutes, chapter 125A](#)
- Inform the parent of any diagnosed or identified special need of a child that was not reported by the parent at the time of admission. [MN Rules, part 9503.0065, subp.2](#)
- A license or certification holder must not implement a restraint on a person receiving services in a program in a way that is contraindicated for any of the person's known medical or psychological conditions. Prior to using restraints on a person with a known medical or psychological condition that restraints are contraindicated for, the license or certification holder must document the

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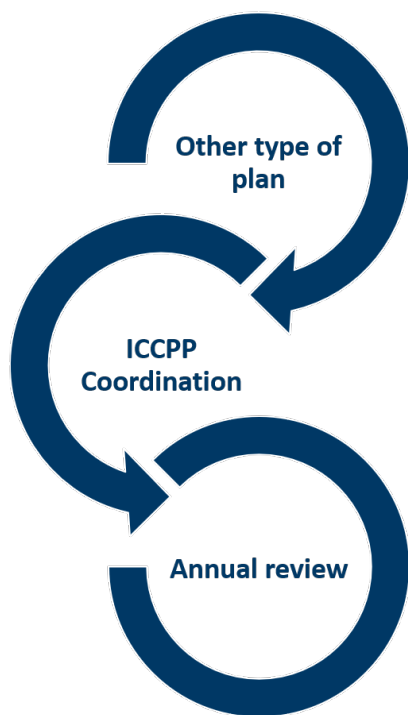
contraindication and the type of restraints that will not be used on the person based on this determination. [Minnesota Statutes, section 245A.211](#)

ICCPP consultation

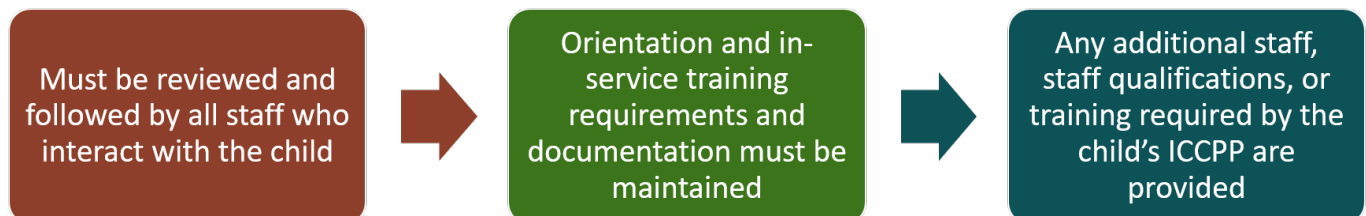
The ICCPP must be coordinated with any ISP, IEP, IFSP, 504 plans, and reports from the licensed physician, licensed psychiatrist, licensed psychologist, or licensed consulting psychologist, per [Minnesota Rules, part 9503.0065, subpart 3](#).

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified the above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L.07)

Additional reports/documentation from the consulting professional are attached ☐



For staff that care for children with special needs



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ICCPP- Special needs review requirements

Individual child care program plans for children with special needs

- Must be reviewed at least once a year or when updates are needed
- Must have a center representative signature to verify yearly review has been completed
- That are coordinated with reports or other plans, if the documentation is current, the consulting professional signature is not required
- Must have parent signature to verify yearly review of plan
- Must be reviewed and signed by staff that work with the child, attesting their agreement to follow the plan as written at orientation, anytime a change is made, and at least yearly

Yearly Review with no changes

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified that the information provided above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L.07)

Additional reports/documentation from the consulting professional are attached ☐

If the reports/documentation are current and coordinated with this ICCPP, the consulting professional signature is not required.

| | | |
|----------------------------------|--|-----------------------|
| <input type="checkbox"/> I agree | CENTER REPRESENTATIVE ELECTRONIC SIGNATURE (type name) | DATE OF YEARLY REVIEW |
| <input type="checkbox"/> I agree | PARENT ELECTRONIC SIGNATURE (type name) | DATE OF YEARLY REVIEW |
| <input type="checkbox"/> I agree | CONSULTING PROFESSIONAL ELECTRONIC SIGNATURE (type name) | DATE OF YEARLY REVIEW |

Staff caring for the child

The following staff have reviewed the ICCPP and agree to follow the plan. Staff are required to sign yearly even if there is no change.

| Print Staff Name | Signature | Date |
|------------------|-----------|------|
| | | |

[Add staff](#)

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ICCPP – Review due to a change

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I understand and certify that I have verified that the information provided above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L.07)

Additional reports/documentation from the consulting professional are attached ☐

If the reports/documentation are current and coordinated with this ICCPP, the consulting professional signature is not required.

| | | |
|----------------------------------|--|-----------------------|
| <input type="checkbox"/> I agree | CENTER REPRESENTATIVE ELECTRONIC SIGNATURE (type name) | DATE OF YEARLY REVIEW |
| <input type="checkbox"/> I agree | PARENT ELECTRONIC SIGNATURE (type name) | DATE OF YEARLY REVIEW |
| <input type="checkbox"/> I agree | CONSULTING PROFESSIONAL ELECTRONIC SIGNATURE (type name) | DATE OF YEARLY REVIEW |

The following changes* have been made:

*Keep in mind, significant changes may require a new ICCPP form to be created.

Staff caring for the child

The following staff have reviewed the ICCPP, with any changes noted and agree to follow the plan.

| Print Staff Name | Signature | Date |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |



Review activity

What is an ICCPP?

- A written plan
- Addresses an individual child's needs
- Child care center-specific
- A tool to support staff

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When is an ICCPP required?

- Known allergy
- Special need

Identify statute and rule that applies to the documentation, use, training, and review of an ICCPP

- MN Statutes, chapter 245A
- MN Rules, chapter 9503
- MN Statutes, chapter 245C
- MN Statutes, chapter 260E

Demonstrate use of the DHS ICCPP form

- ICCPP – Allergy
- ICCPP – Special needs



Presenter

Lisa Mills | Child Care Center Training Specialist, 651-431-6030, ext. 4022, lisa.mills@state.mn.us

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Appendix: Resources for Child Care Centers

What requirements do licensed child care centers have to follow?

- [Rule 3](#): Minnesota Rules, parts 9503.0005 to 9503.0170 – Licensure of Child Care Centers.
- [Minnesota Statutes, Chapter 245A](#) (Human Services Licensing Act)
- [Minnesota Statutes, Chapter 245C](#) (Human Services Background Studies Act)
- [Minnesota Statutes, chapter 260E](#) (Maltreatment of Minors Act)

Where can the requirements for licensed child care centers be found?

Minnesota Statutes and Rules are edited and published by the Office of the Revisor of Statutes and can be found on the Revisor website: <https://www.revisor.mn.gov/pubs/>



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Child care centers can subscribe to receive important State of Minnesota information by email, including legislative changes. Click the links in the image below and enter an email address to subscribe to the automated service that delivers that agency's email. Govdelivery emails from these automated subscriptions are read-only and cannot be replied to; emails coming to govdelivery email addresses will not be read or forwarded for handling. *Subscribing to govdelivery email updates from DHS include information on licensing, background studies, and the child care assistance program.* Authorized agents for a licensed program do not need to subscribe to Department of Human Services email updates. DHS emails are automatically be sent to the email address on file for the Authorized Agent. If Authorized Agents are NOT getting govdelivery emails from DHS, contact a child care licenser to verify the Authorized Agent's email address.

[Department of Human Services](#)

[Department of Education \(MDE\)](#)

[Department of Health \(MDH\)](#)

[Minnesota's Children's Cabinet](#)

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Contact Child Care Center Licensing

A licenser is available to answer questions Monday-Friday from 8:00 a.m. – 4:30 p.m. All voicemail messages and emails are returned as promptly as possible.

- 651-431-6015
- Child Care Licensing Unit email: dhs.ccc.licensing@state.mn.us

DHS websites for Licensed Child Care Centers



[Licensing help website for child care providers and early education in Minnesota](#)



[Licensing help for licensed child care centers](#)



[Child care and early education news, reports, and resources](#)

Training opportunities from DHS Licensing

Information about upcoming training events offered by the DHS Child Care Center Training Specialists is available:

- In the News and Updates section of the [Licensed Child Care Center website](#); or
- By [searching Develop](#) for DHS Child Care Center Licensing training events.

Develop credit for DHS Licensing training events



What is Develop?

Develop is a web application used by [Achieve](#), (the Minnesota Center for Professional Development) that:

- Provides a searchable database of quality in-service training;
- Document in-service training for individual child care providers;
- Offer professional development tools for child care providers; and
- Track quality improvement measures for licensed early care and education (ECE) and school-age (SA) programs working on Parent Aware's Star Rating System.

Although participation in Develop is voluntary, some initiatives (i.e., Parent Aware star-rating for quality improvement) and employers do require some level of participation. Individuals can choose between setting up a Develop account or a Develop membership. See the [Develop FAQ website](#) for more information.

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This DHS Licensing training is Develop-approved

Many DHS Licensing trainings can be added your Develop Learning Record if they are at least 2 hours in length. This DHS Behavior Guidance training is a Develop-approved training event for 2 hours of training in the Knowledge and Competency Framework Content Area: II.C Promoting Social and Emotional Development. If you have an existing Develop ID number when you registered for the training, this training event will be automatically entered into the Develop system and will be documented on your Learning Record.

Contact Develop

If you have questions about Develop, a [frequently asked questions \(FAQ\) webpage](#) is available. Develop also has a help desk available by [email](#) and phone 1-844-605-6938.



For accessible formats of this information or assistance with additional equal access to human services, email dhs.ccc.licensing@state.mn.us, call 651-431-6500, or use your preferred relay service. ADA1 (2-18)