

Proposal to Task Force:

Background:

As a follow-up to the November Task Force meeting, the Leadership Group reviewed the discussion about the potential survey of formerly licensed child care providers and the duty assigned to the Task Force in the session law:

Identify difficulties that providers face regarding licensing and inspection, including specific licensing requirements that have led to the closure of family child care programs, by reviewing previous survey results and conducting follow-up surveys, if necessary.

After reviewing the duty, we concluded that the Task Force is responsible for identifying specific licensing requirements that have led providers to close their licenses and that we do not have that data. As such, we recommend scaling back the approach we discussed at the last meeting, so that we can comply with the direction given to the Task Force without incurring the costs that we were previously considering.

A more scaled-back approach would mean not hiring a contractor to conduct the survey, only reaching out to formerly licensed providers for whom DHS-Licensing has email addresses, and surveying only former providers who closed their licenses since January 1, 2017. DHS-Licensing would use in-house staff resources to conduct the survey, so it would not require any additional outlay of public funds. While there are limitations to the data we'll be able to collect, it will allow us to satisfy the legal duties assigned to us and provide us with some input from formerly licensed family child care providers.

Proposal:

- DHS will build an online survey for former family child care providers who closed their licenses between January 1, 2017 and December 31, 2019. It would exclude providers whose licenses were revoked.
- An email will be sent to those for whom DHS-Licensing has email addresses to invite them to take the survey. The email will come from the Task Force (the name in the from line of the email and the body of the email). We are checking to see if the email address itself can reflect the Task Force.
- Emails sent to former providers would include a link to take the survey that could only be used once. In order to send reminder emails to only those who have not yet taken the survey, there would be tracking of which links have been clicked and which have not. However, this would be kept separate from and could not be linked to the survey responses, to keep the survey responses anonymous.
- The Task Force will have the opportunity to provide final input on the survey questions and the cover email at the December meeting.
- Then DHS will submit the final survey to the internal DHS Institutional Review Board.
- The survey will be emailed out in January or February 2020 and former providers will have two weeks to complete it. Two reminder emails will be sent during this period to encourage participation.

An analysis of the former providers who closed their licenses during this period shows that:

- DHS-Licensing has email address for 61% of them.
- Approximately 2/3 are from Greater Minnesota and 1/3 are from the 7-county metro area.
- The proportion of providers with email addresses is fairly consistent for both groups.
- The plurality of the licenses that were closed during this period were held for less than 5 years. DHS-Licensing has email addresses for 82% of the former license holders in this group. The percentage for whom email addresses are available goes down for the longer the provider held their license, dipping to 37% for those who held their licenses more than 20 years.
- More detail about the data is available below.

Data Practices Issues

The Institutional Review Board has advised that DHS would need to be careful to shield data in cases where a survey respondent (and potentially the families they serve) could be identified. This would include aggregating the responses, and potentially redacting answers to open-ended questions if too much detail is provided.

Outstanding questions:

- DHS is still researching whether the full data set will be considered public or private data, given that the respondents are former license holders, and licensing data is classified as private, unless statute specifically makes it public.
- DHS is still researching whether the email sent out and/or the introduction to the survey legally needs to contain more information related to the data being collected and how it will be used.

Between 1/1/2017 and 11/25/2019, 3,106 family child care licenses have closed across Minnesota.	
E-mail	No E-mail
1787	1166
61%	39%

Proportion of family child care license that closed between 1/1/2017 and 11/25/2019 with an e-mail by region		
Region	Total Number of Licenses	Proportion with E-mail
7 County Metro	983	56%
Greater Minnesota	1970	63%

Proportion of family child care licenses that closed between 1/1/2017 and 11/25/2019 with an e-mail by number of years open before closing		
Years Open	Total Number of Licenses	Proportion with E-mail
Less than 5 years	1154	82%
5 to 10 years	582	56%
10 to 15 years	308	50%
15 to 20 years	288	47%
More than 20 years	621	37%