

# Health and Safety Checklist

## License-Exempt Centers

### License-Exempt Non-Relative Child Care Homes

If you are a license-exempt **center** and license-exempt non-relative child care **home** and receive payment from the Child Care Assistance Program (CCAP), the Illinois Department of Human Services (IDHS) requires you to complete Health and Safety Trainings.

Follow these steps to help you complete the process from start to finish. You can also contact Health & Safety Resources Department at **312.823.1421** or at [healthandsafety@actforchildren.org](mailto:healthandsafety@actforchildren.org) for assistance.

#### Step 1: Enroll in Gateways Registry

The registry tracks trainings for all child care providers in Illinois. You will need to provide an email address in order to enroll in Gateways Registry.

- Obtain a Gateways Registry Member ID ([registry.ilgateways.com](http://registry.ilgateways.com))
- Receive confirmation email within 48 hours
- Click link in confirmation email-follow and complete steps to complete registration
- Save Registry ID Number

\* Spanish speaking providers can call INCCRRA at 866.697.8278 to walk through online registration

#### Step 2: Include CCMS ID in Gateways

Add your 15-digit Child Care Management System (CCMS) Provider ID. Your CCMS Provider ID can be found on your CCAP Approval Notice (Form IL444-3455A), your Child Care Certificate/Certificate Report (Form IL444-3492), Child Care Certificate Report for centers (Form IL444-3492A) and the Monthly Enrollment Report for Site Administered Providers.

- Log onto your Gateways Registry.
- Click "Update" on My Registry and select the Employment tab.
- Select "Yes" under Paid To Care for Children.
- Click "Search for Employer."
- Enter your name in Organization Name and click "Search."
- Click New Org when no results appear.
- Enter your information and select "Home-based" under Setting.
- Select "No" under licensed by DCFS.
- Enter your CCMS ID number and corresponding information.

#### Step 3: Register and Complete Required Training

Trainings are available in-person, online and virtually on Zoom. Please see your options below with information on how to register. Contact Health & Safety Resources Department at **312.823.1421** or at [healthandsafety@actforchildren.org](mailto:healthandsafety@actforchildren.org) for assistance with locating an available training near you.

To register for training, contact Illinois Action for Children or one of the following community partners in your area:

1. **CPR/First Aid Certification** (must be renewed 2 years from date)
2. **Child Abuse and Neglect/Mandated Reporter Training** (must be renewed 3 years from date)

Carole Robertson Center for Learning	(773)522-5477
Centers for New Horizons	(773)357-4339
Good Shepherd Center	(708)957-2600
Illinois Action for Children	(773)564-8804
Illinois Action for Children North	(312)823-1423

We offer both trainings in-person and virtually. Keep in mind that CPR/FA can be taken fully in-person or hybrid with virtual classroom portion **and** mandatory scheduled compression session.

- ❖ Child Abuse and Neglect/Mandated Reporter Training can also be taken online at <http://mr.dcfstraining.org> Print a copy of your certificate after completing your training.

**If you take this training online at DCFS website, you must follow Step 4 below to self-report your training in Gateways to receive full credit.**

## Step 4: Self-Report Child Abuse Neglect/Mandated Reporter

### Child Abuse Neglect/Mandated Reporter

- Have your printed Child Abuse and Neglect/Mandated Reporter certificate handy.
- Go to <http://registry.ilgateways.com>.
- Log into your Gateways Registry record using your Gateways ID from step 1.
- Go to My Registry and choose "Learn."
- Click on the Self-Reported Trainings tab and then click "Add New."
- Enter the required information and then click the "Save" button to see your training appear in the listing.

## Step 5: Print Documents

- Go to [www.ilgateways.com](http://www.ilgateways.com)
  - o Click the Registry Member Login.
  - o Click My Registry Portal & click the "Plan" section.
  - o Click the Reports tab & click "Get Report" to download your Completion of IDHS CCAP Training Requirements Report.
  - o Print report.

## Step 6: Keep Documents on file

- Keep copies of your current training documents in your files for five (5) years.