STATE BOARD FOR THE CERTIFICATION OF RESIDENTIAL CHILD CARE PROGRAM PROFESSIONALS
STAFFING ANALYSIS FOR THE IMPLEMENTATION OF THE RCYCP CERTIFICATION PROGRAM

EXECUTIVE SUMMARY

The certification of child care workers employed in residential child care programs is a huge paradigm shift for the residential child care industry. Certification of child care workers will have a direct impact on workforce availability and the operational budget of each residential child care program operating in the State of Maryland. There is also significant impact on the operations of the State Board to implement the certification program. The State Board is staffed by two part-time employees (a total of 1.3 FTE) and lacks the adequate staff and infrastructure. While requests for additional resources have been made, the State Board has not received any additional resources. However, this was not unexpected given the current fiscal challenges facing the State.

Methodology. In 2004, the Department of Health and Mental Hygiene's Office of Health Care Quality retained a federal expert, who was a senior management inter (SES) on rotation from the Centers for Medicare and Medicaid Services with extensive experience in personnel management and human resources to conduct a staffing analysis. The State Board utilized the same basic methodology for conducting the staffing analysis for the implementation of the RCYCP certification program.

A list of basic regulatory activities required for the certification of RCYCPs was prepared. These activities included initial certification, complaint investigations/disciplinary cases, training program approval, renewal of certification, and continuing education provider approval. In order to estimate the number of complaint investigations, the State Board reviewed *Managing for Results* data for health occupation boards. In 2010, the State Board of Nursing issued 62,744 certificates to Medication Assistants and received 646 disciplinary cases and issued 107,223 certificates to Certified Nursing Assistants and received 1,854 disciplinary cases. This indicates that the State Board of Nursing receives disciplinary cases on approximately 1% of the certified population. The State Board utilized that rate due to the similarities in the certification population in order to project anticipated disciplinary activities. The Board issued approval for continuing education programs for Certified Residential Child Care Program Administrators at a rate of 6% to the number of certified administrators. The State Board also estimated that approximately 10% of residential child care programs may want to seek approval for hybrid or regular training programs for the Residential Child and Youth Care Practitioner Training Program.

In June of 2011, the State Board issued an online survey to all Certified Residential Child Care Program Administrators to obtain current data regarding the number of child care workers who need to be certified. The result was that approximately 2,350 child care workers would need to be certified. The rate of return on the survey was 68%.

Staffing Analysis	A. # of Individuals or Activity	B. Hours Required per Activity	C. Total Hours Required for Activity (C*D)	D. Number of Staff Required (D/2080)	E. No. of Current Staff	F. 2011 Staff Overage or Shortage
					1.3	(4.56)
Initial Certification	2350	1.00	2350	1.13		
Complaint Investigations	23.5	360	8460	4.07		
Renewal	1175	1.00	1175	0.56		
Approval of Training Programs	22.2	3	66.6	0.03		
Approval of Continuing Education Programs	141	1.00	141	0.07		

The analysis reveals that the State Board will experience a staffing shortage of 4.56 FTE positions with the implementation of the certification program for child care workers. It should be noted this is reflective of staffing needs It is not, therefore, inclusive of the total child care worker population to be certified. Nor does it reflect the full operational impact to the State Board should the recommendations not be adopted.

The State Board recommends that additional positions should be phased in over the course of several fiscal years. In FY 2013, the percentage of employment of existing staff should be increased. In FY 2014, 1.0 FTE office secretary should be hired to assist existing staff in developing materials and handling inquiries for initial certification. In FY 2015, 2.0 FTE investigators and 1.0 FTE compliance coordinator should be hired. This estimate note includes salaries, fringe benefits, one-time start up costs, and ongoing operating expenses. The estimate does not, however, include funds to develop an online training program for child care workers or online Standards Examination. Therefore, the financial estimate of additional resources needed by the State Board for the implementation of the certification for child care workers by fiscal year would be:

(in dollars)	FY 2013	FY 2014	FY 2015	FY 2016
GF Revenue	$0	$0	$117,500	-
GF Expenditure	41,082	106,750	308,037	316,257
Net Effect	($44,082)	($106,750)	($190,537)	($316,257)

Conclusion. The Staffing Analysis indicates that the operational impact on the State Board is considerable. The lack of additional resources could result in a backlog of initial certifications and approval of training programs. This could create workforce shortages for residential child care programs. The State Board remains committed to professionalizing the role of child care workers in residential child care programs. Certification of child care workers is the best method to attract dedicated individuals to the field and to maintain a well trained workforce necessary to meet the increasing acuity of children in out-of-home placement. Certification is a vehicle of ensuring that there are uniform standards of practice, facilitates a common language, and a commonly defined purpose that binds the field of child care together. The State Board will, therefore, continue to advocate for additional resources to implement the certification program for residential child care workers.