

Policy for Putting Providers on the Internet

Background: The Network's website (www.OregonChildCare.org) includes a searchable database that can be accessed by parents who want to locate child care providers using the internet. Since internet is increasingly used to search for child care, we want to give parents access to as many providers as possible. Information on providers licensed by CCD or listed with DHS is considered publicly available, so this revised policy is in keeping with this availability.

This policy is effective immediately for new providers enrolling with a CCR&R. Existing providers do not need to be changed, although the CCR&R should check with them to see if they would like to be put on the searchable database as a part of the provider's annual update.

1. The following types of care will be placed on the Network's internet searchable database:

- Child Care Center (certified and exempt)
- Certified Family Child Care homes
- Family Child Care homes (registered and exempt)
- Preschool Programs
- School Age Programs

2. By default, ALL providers newly enrolled with the CCR&R will be put on the Network's internet searchable database unless they do not want referrals or specifically opt out of receiving internet referrals. If the provider ***does not want to be put on the internet searchable database***, then the CCR&R should have something in writing, either a mark on the enrollment form or an email/letter from the provider, stating that they do not want to be put on this database.

3. To appear on the internet searchable database, a provider's status in **NACCRRAware** must

be **Active** -- -- and BOTH and must be marked

4. Information on Child Care Centers, Preschool Programs, and School Age Programs that is given out over the internet may include: **Business Name, Address, City, Zip, Phone, Type of Care, Regulation Status, Email Address** and **Website**, in addition to hours and days of operation, ages of children accepted, and other characteristics. At some point, a map with the location of these providers may be available.

5. Information on Certified, Registered, and Exempt Family Child Care providers that is given out over the internet may include: **First Name, City, Zip, Phone, Type of Care, Regulation Status, Language(s) Spoken, Email Address, and Website**, in addition to hours and days of operation, ages of children accepted, and other characteristics. **Last Name** and **Address** of these providers will not be available on the internet. If the provider uses a **Business Name**, then that name will be displayed on the website, otherwise the **First Name** will be displayed instead.

6. Providers on the internet searchable database will be handled using the same Disciplinary Action Policy as providers in the CCR&R databases; i.e. providers who are denied by DHS or CCD, suspended by CCD, or had their license revoked by CCD, will be immediately

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removed from the internet searchable database within 24 hours of that provider being made Inactive by the CCR&R. If the CCR&R would like the provider to be removed immediately, they should contact the Network at data@OregonChildCare.org with this request.

7. Normal updates to the internet searchable database are done nightly; the data is extracted from NACCRRAware and the searchable database is updated.
8. Parents will have to click an “I agree” button under a waiver that explains that the names are referrals, not recommendations, before they can access the search screen.
9. Searching will require that the parent enter either city and/or zip code where they would like to search. This data will be tracked and will be provided to the R&R.
10. The number of searches done will be tracked and will be provided to the R&R.
11. Providers matching the parent’s search criteria will be displayed in random order. At present, no more than 30 providers will be displayed.
12. Along with the referrals, the parent will be provided with the name and contact information for the CCR&R handling that city and/or zip code. In cases where more than one CCR&R may handle a certain city and/or zip code, only one CCR&R name will be provided.