# Search Texas Child Care User Guide

Health and Human Services – Child Care Regulation



# **Table of Contents**

Search Texas Child Care Overview	3
Get Started with Search Texas Child Care	3
Access the Website	3
Tips for Effective Searching	4
Search for Child Care	4
Choosing the Type of Child Care	5
Search by Location or Provider	5
Advanced Search Instructions	6
Understand Search Results	6
View Results	7
Use Filters	8
Compare Providers	9
Review Operation Details	9
Provider Information	9
Compliance History and Minimum Standards	10
Compliance Summary	10
View Full Compliance History	11
Inspection and Compliance History	12
Inspections and Reports	12
Injury and Employment	14
Penalties and Actions	15
Activity Details	15
Subscribe to Updates	16
Resources	16
Helpful Links	17

#### **Search Texas Child Care Overview**

Welcome to the Search Texas Child Care (STCC) website user guide. The STCC website is a comprehensive tool that allows families and caregivers to explore child care options, understand provider compliance and standards, and make informed decisions about your child care choices. The site works with systems used by child care providers and HHSC (Health & Human Services Commission) Child Care Regulation (CCR) staff.

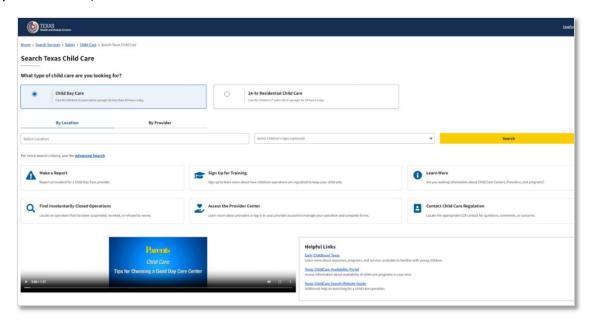
The STCC website is user-centric with a clear interface that is easy to navigate. This manual is designed to assist you in finding high-quality child care services that best fit your family's needs. With this guide, we aim to simplify your journey through the website's extensive features and functionalities.

#### **Get Started with Search Texas Child Care**

#### **Access the Website**

To begin using the STCC website, open your web browser and navigate to the STCC home page: <a href="www.txchildcaresearch.org">www.txchildcaresearch.org</a>.

The STCC home page is your starting point where you will find a variety of resources at your disposal, including search tools, information on different types of care, and educational materials about child care standards.



# **Tips for Effective Searching**

By following these basic and advanced search instructions and tips, you'll be better equipped to find a child care provider that meets your specific needs and preferences.

- **Use Filters:** Apply filters to narrow down your search to providers that match your exact requirements.
- **Review Profiles:** Take the time to review each provider's profile for detailed information on their services and programs provided, compliance history, and overall operation details.
- **Compare Providers:** Utilize the 'Compare Providers' feature to analyze multiple providers simultaneously. This tool helps you evaluate key differences in services and compliance history, enabling a side-by-side comparison to make an informed choice.
- Consider Ratings and Accreditation: Some child day care profiles may include ratings from quality programs such as Texas Rising Star or accreditation details, which can give further insight into the provider's commitment to quality care.

By filtering your search results, utilizing the comparison tool and evaluating the information provided, you can better understand the options available and choose the best child care provider for your family. For further details on searching, understanding results, and comparing providers, proceed to the subsequent sections of this guide.

#### **Search for Child Care**

Start with a basic search if you're looking for providers in a specific area or if you have the name of a child care provider you're interested in.

Once you hit the search button, you'll be directed to a results page where you can view and compare different providers. Each listing offers an overview of the provider's services, compliance history, and contact information.

# **Choosing the Type of Child Care**

The STCC website caters to various child care needs, including both day care and 24-hour residential care. On the homepage, you'll find options to select the type that best fits your family and search by location or provider name:

- **Child Day Care:** For children 13 years old or younger for *less than* 24 hours a day.
- **24-hr Residential Child Care:** For children 17 years old or younger for 24 hours a day in a *residential living setting*.

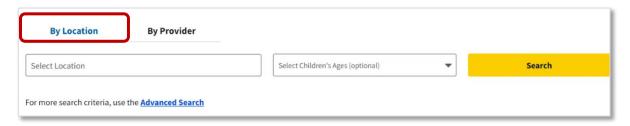


For more information on each type of child care setting, see <a href="https://www.hhs.texas.gov/services/safety/child-care">https://www.hhs.texas.gov/services/safety/child-care</a>.

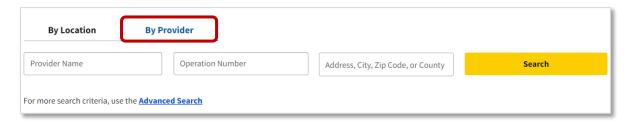
## **Search by Location or Provider**

After selecting the type of program you are interested in, enter your desired location, provider name, or operation number in the search bar to narrow down your search results to a desired location or provider.

• **By Location:** Choose 'By Location' to search based on your address, city, or ZIP code. This will give you a list of providers in your desired area or along a specific route, such as your daily commute.

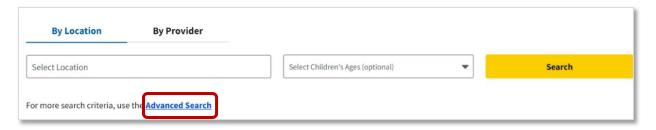


• **By Provider:** If you have a specific provider in mind, switch to the 'By Provider' tab to search by the provider's name, operation number, or address.



## **Advanced Search Instructions**

For a more refined search, the 'Advanced Search' option allows you to set specific criteria.



Select from the optional dropdown menus and checkboxes on each step to refine your search based on the type of provider you are looking for, schedule offered, and services provided.

- **Provider Type:** Select the type of child care operation that suits your needs, such as a licensed center, licensed home, or registered home.
- **Schedule (Child Day Care Only):** Select from the scheduling options available to search for operations that are open on a specific day, month, or time.
- **Environment:** Specify any additional services you might need, like transportation or special needs accommodations.

#### **Understand Search Results**

After conducting a search, the STCC website will display a list of child care providers that match your criteria.

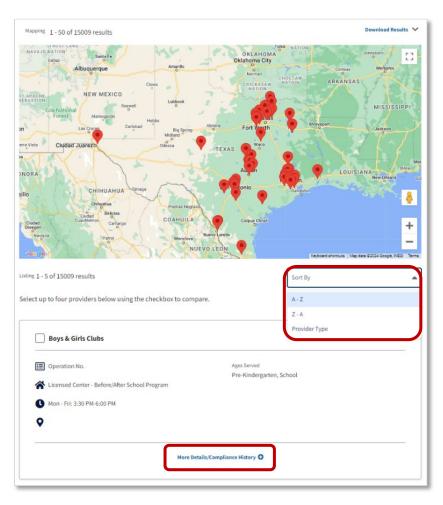
#### **View Results**

Each result offers a snapshot of the provider, including information such as:

- Provider name and number,
- Provider type,
- Provider address,
- Hours of operation,
- Ages served, and
- Distance from your location (if location was entered).

Use the mapping and sorting features to organize your search results and narrow down your search even further to providers in a specific search area.

To learn more about the provider and review their compliance history, select the "More Details/Compliance History" link at the bottom of the tile for the provider you are interested in.

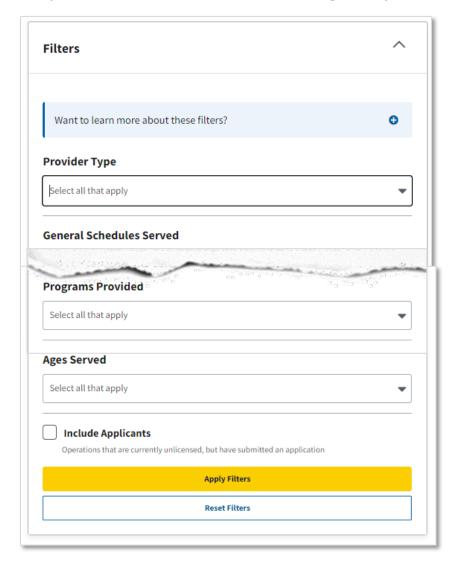


#### **Use Filters**

Use the filter options available to narrow down your results. Possible filter options include:

- Provider type,
- Schedules served,
- Radius,
- Days of operation,
- Hours of operation,

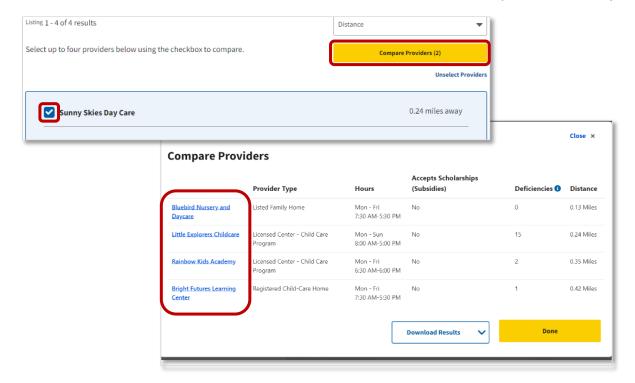
- Meal options,
- Gender served,
- Ages served,
- Services provided, and/or
- Programs provided



# **Compare Providers**

Use the comparison tool as an additional way to locate a provider that best fits your families' needs. Select up to four providers and click "Compare Providers" to view them side by side.

Click on a provider's name to <u>Review Operation Details</u> with detailed information on services offered, contact information and compliance history.

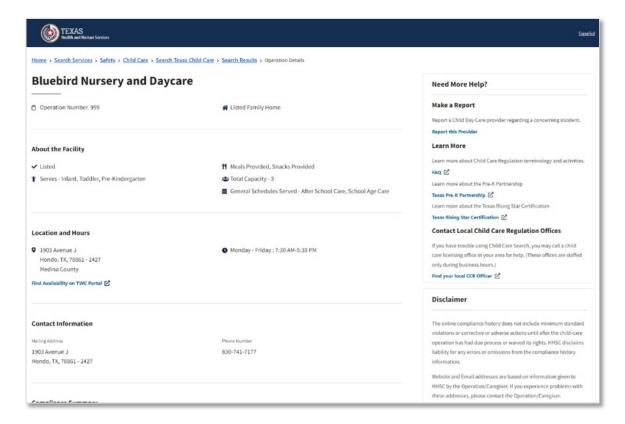


## **Review Operation Details**

When you have selected a provider from the search results and clicked the "View Details/Compliance History" link from the **Search Results** page or clicked on the *Operation Name* link in the *Compare Providers* window, you will be taken to the **Operation Details** page for the selected provider. This page provides detailed information about the operation to help you make an informed decision.

#### **Provider Information**

Each operation detail screen contains an overview of the provider, including the types of care offered, operational hours, contact details, etc.



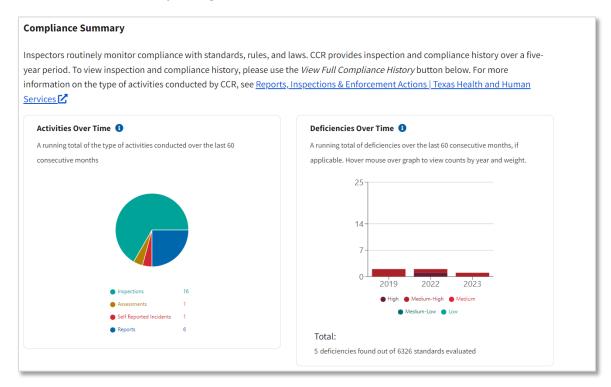
- About the Facility: Look for information about the provider to include which programs and services they offer, along with details about the number of children and age ranges they serve.
- **Location and Hours:** Details about where the operation is located and the days/times the operation is open.
- **Contact Information:** Information on how to contact the provider, such as mailing address, email address, phone number, etc.
- Permit Details: Details about the provider's permit including the status
  of the permit, when it was issued, and if there are any conditions in
  place.

## **Compliance History and Minimum Standards**

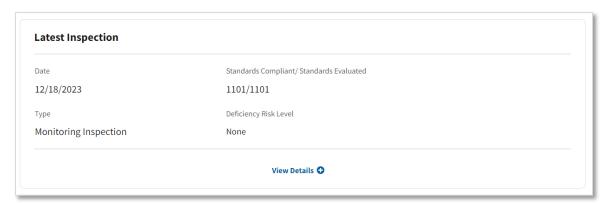
The STCC site features five years (60 months) of inspection summary or compliance history for an operation.

# **Compliance Summary**

A snapshot summary of the operation's compliance history is viewable on the **Operation Details** page. • **Compliance Summary Charts:** Displays a summary of the number of inspections, assessments, self-reported incidents, and reports at an operation over the last 5 years (60 months) as well as the number of deficiencies cited by weight.



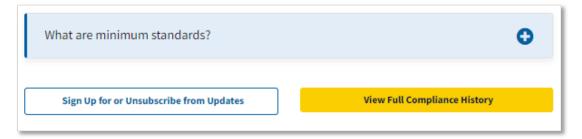
• **Latest Inspection:** Displays information for the most recent activity conducted at the operation by CCR.



# **View Full Compliance History**

To view all details about an operation's compliance history with Child Care Regulation, click the "View Full Compliance History" link at the bottom of the

**Operation Details** page to access the <u>Inspection and Compliance History</u> page.



# **Inspection and Compliance History**

Details of an operation's five-year compliance history are available on the **Inspection and Compliance History** page. History accessible on the page includes records of past inspections, deficiencies found, and any penalties or actions taken. For more information on what is included in an operation's compliance history, see <u>Reports, Inspections and Enforcement Actions</u> Texas Health and Human Services.

By carefully reviewing the detailed provider profiles, you'll gain a clearer picture of what each child care option has to offer and how well they are following standards, aiding you in choosing the right environment for your child.

# **Inspections and Reports**

The *Inspection and Reports* section contains a list of *Activities* conducted by CCR and any *Deficiencies* cited within the last five years (60 months).

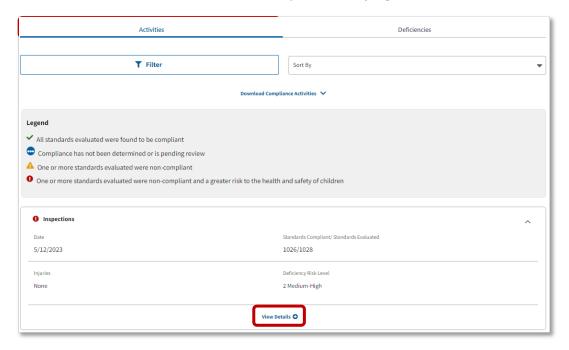
#### **Activities**

The *Activities* tab displays a list of activities conducted by CCR within the timeframe:

- Inspections
- Self Reported Incidents
- Reports
- Assessments

You can determine the total number of activities conducted in the last five years by reviewing the *Activities over Time* chart.

To view the details for a specific activity, expand the row and click on the "View Details" link to access the <u>Activity Details</u> page.



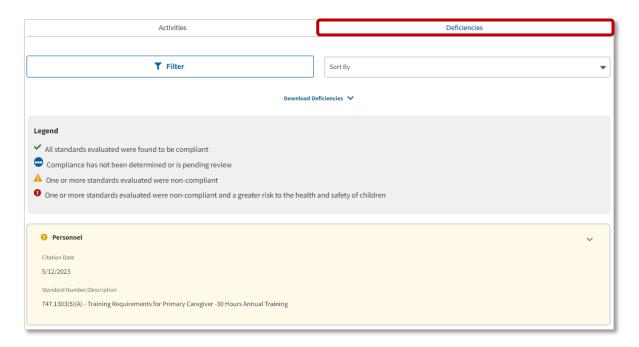
#### **Deficiencies**

Each provider is required to comply with CCR statutes, administrative rules, and minimum standards, which are the baseline requirements for operating a child care facility. These standards ensure the health, safety, and welfare of children in out-of-home care.

A deficiency is any failure to comply with a CCR statute, administrative rule, or minimum standard. Deficiencies are posted to the operation's online record only after the operation has had the opportunity to dispute it.

You can determine the total number of individual minimum standards that were found to be compliant in the last five years by reviewing the *Deficiencies over Time* chart.

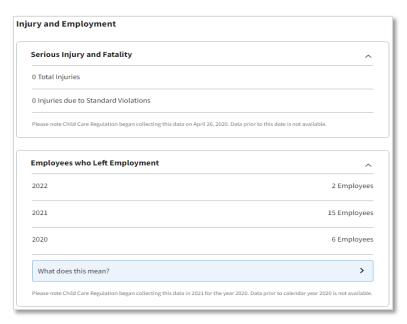
The *Deficiencies* tab displays a list of deficiencies observed at the operation within the last 5 years (60 months):



# **Injury and Employment**

The Injury and Employment section contains information on the number of:

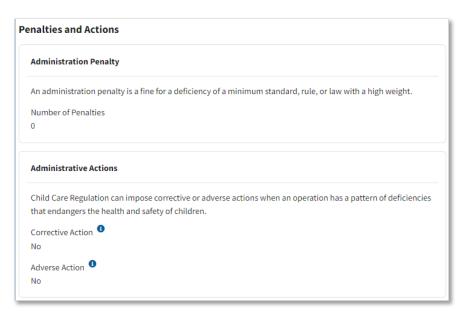
- Serious injuries and fatalities that occurred at the operation within the last five years; and
- Employees who left employment (Licensed Center Child Care Programs Only).



#### **Penalties and Actions**

The *Penalties and Actions* section contains information on the number of administrative penalties issued to the operation in the last five years as well as indicators of whether the operation has an active Corrective Action or Adverse Action in place.

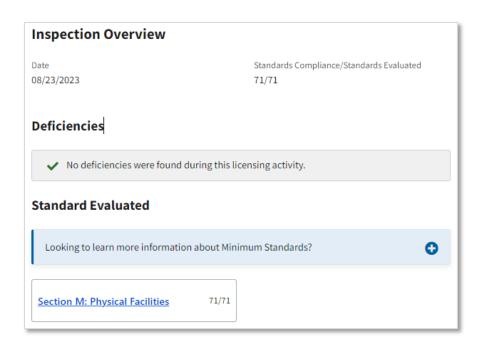
If an operation is on an active Corrective Action, a copy of the Corrective Action Plan is available to be viewed.



# **Activity Details**

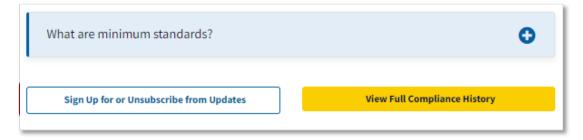
The **Activity Details** page provides an overview of the activity to include the:

- Activity type
- Date the activity occurred
- Total number of standards that were compliant vs. the total number of standards that were evaluated
- Deficiencies found
- List of all minimum standard subchapters (sections) that were evaluated during the inspection along with the number of standards compliant vs. number of standards in the section



# **Subscribe to Updates**

Stay informed with the latest updates on a particular child care provider by signing up for notifications. This feature ensures that the STCC website remains a reliable and up-to-date resource for all users. Subscribers receive an email notification when new regulatory activities have been conducted at the facility and published to the STCC site.



#### Resources

Locate additional features and resources available to users on the **Search Texas Child Care** homepage.



- Make a Report: Fill out a form to report an incident for a Child Day Care provider directly through the website.
- Sign Up for Training: Learn about training opportunities offered by CCR available to the public as well as prospective and current child care providers.
- **Learn More:** View the main <u>Child Care</u> home page containing more information on Child Care Regulation and the programs administered.
- **Find Involuntarily Closed Operations:** Conduct a search of operations closed due to an adverse action within the designated timeframe for the provider type.
- Access the Provider Center: Open the Child Care Regulation <u>Provider Portal</u> Log In page for current and prospective providers.
- **Contact Child Care Regulation:** View the CCR contact list to identify your local CCR office for general questions, comments, or concerns.

## **Helpful Links**

- <u>Early Childhood Texas</u> Early Childhood Texas aims to provide families with young children easy access to Texas state agency programs, services, and resources.
- <u>Texas Child Care Availability Portal</u> Find child care providers that have openings right now
- <u>Finding Child Care in Texas: Overview of the Search Texas Child Care</u>
   (STCC) Website Instructional video providing an overview of the site