

## **Policy Communiqué #08-05: Revised R3 Policy Documents Posted to the LMS**

**This is a message from the Division of Policy.**

**Title:** Revised R3 Policy Documents Posted to the LMS

**Date:** March 27, 2008

**Priority:** High

**Category:** Informational

**Action Required:** Yes

**Response Required:** No

### **Purpose:**

To notify the CCIS agencies that the correct versions of the R3 Policy Documents will be reposted to the LMS.

### **Discussion:**

Effective March 27, 2008, the Office of Child Development and Early Learning (OCDEL) reposted the most current R3 Policy and Regulatory Training and Policy Examples documents on the LMS.

### **Policy:**

The CCIS must ensure all staff are using the correct version of the R3 policy documents dated November 7, 2006.

### **Procedures:**

1. Log onto the LMS.
2. Click on "Policy Documents" under the heading "CCIS Documentation" and complete the following steps:
  - a. Click on the respective hyperlinks under the PELICAN Child Care Works Release 3 Policy Documentation header for each of the R3 Policy and Regulatory Training and Policy Examples documents and review the affected policy documents.
  - b. Print copies of these documents to provide to staff as appropriate.
  - c. Retrain staff as appropriate.
3. Ensure staff uses the correct versions of these policy documents.

### **Next Steps:**

1. Review the policy and procedures above and share with appropriate staff.
2. Contact your Subsidy Coordinator with questions.