

## Office of Child Care (OCC) Information Collection Form

This form is to be used by the OCC Regional Program Managers (RPMs) prior to and during a disaster. It serves to provide the affected State(s) with standard requests and questions from the Administration for Children and Families (ACF), these questions may not be the only ones that will be asked - there may be others - but they are the standard. This form is intended to guide the RPMs to the data that the OCC Central Office, ORO Regional Emergency Management Specialists (REMS) and Regional Administrators (RAs) and Office of Human Services Emergency Preparedness and Response (OHSEPR) need during and following a disaster.

Name of Disaster

comment - i.e. Illinois Tornadoes, ...

Date of Current Report

date - mm/dd/yyyy

Name of Person Completing Report

comment

Source(s) of Information

comment

### A. Prior to disaster impact (baseline information)

1. Does the state/territory license Head Start centers?
2. How many regulated and non-regulated child care providers are in the state/territory?
3. Number of **total** child care providers in the projected disaster impact zone? *(If possible)*
  - i. Number of family child care providers
  - ii. Number of center-based child care providers
  - iii. Number of non-regulated child care providers
4. What is the projected disaster impact zone? *(If possible)*
  - i. Number of child care capacity in the projected disaster impact zone? *(if possible)*
5. Emergency contact information for CCDF administrator?
6. Emergency contact information for state/territory licensing agency contact(s)?
7. Emergency contact information for state/territory Child Care Resource & Referral agency/agencies?
8. How does the state/territory contact the child care providers?
  - i. Is there a backup system?
9. Does the state/territory have a database or record-keeping system for their child care providers?
  - i. Is there a backup system?
  - a. Who updates this information during a disaster?
    - i. Is there a backup person for inputting the information? If so, does ACF have that information?
10. Number of children currently served by CCDF in the state/territory?
11. Does the licensing agency have plans in place for damage assessments?
  - i. Do the plans illustrate who will fund the assessments?
  - ii. Who will conduct the damage assessments?
  - iii. Do the plans discuss the timeline for completion?
  - iv. Do the plans discuss prioritization for completion?

date baseline was collected
Yes/No
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#
comment - county, state, ...
comment
comment
comment
comment
Yes/No
Yes/No
Yes/No
comment
Yes/No
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Yes/No
Yes/No
comment
Yes/No
Yes/No

### B. Response to a disaster (72 hours post-disaster impact)

1. Number of total child care providers in disaster impact zone **closed** post-disaster?
  - i. Number of family child care providers
  - ii. Number of center-based child care providers
  - iii. Capacity lost due to closures?
    - a. The closures are due to...
    - b. Are the child care providers damaged and able to reopen after assessments?
    - c. Are there safety assessment timelines for reopening the child care providers?
    - d. Are the child care providers destroyed and unable to reopen?
2. Number of total child care providers **open** in disaster impact zone?
  - i. Number of family child care providers
  - ii. Number of center-based child care providers
    - a. Are all enrolled children able to get to the child care providers?
      - i. If no, why aren't they able to access the child care providers?
    - b. Is there a staff shortage where child care providers need help?

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comment
Yes/No
Yes/No
Yes/No
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Yes/No
comment
Yes/No

- i. If yes, how many temporary staff are needed?
- c. Do any child care providers have capacity & are willing to take children impacted by disaster?
  - i. If yes, how many?
  - ii. If yes, are any of the child care providers able to take children with functional needs?
  - iii. If yes, are any of the child care providers able to take in infants or neonates?
- 3. Number of total child care providers in disaster impact zone **that cannot be reached** post-disaster?
- 4. Are children and families able to receive uninterrupted child care?
  - i. Are there any transportation disruptions?
  - ii. Are children and families able to receive child care elsewhere?
- 5. Is the state/territory going to implement temporary operating standards for child care providers?
- 6. Is the state/territory using CCDF flexibility to implement policies to allow families to continually have access to child care services?
- 7. Request for behavioral & mental health services for children, families & staff?

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Yes/No
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Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No

**C. Recovery from a disaster (estimated 30 days up to a year post-disaster impact)**

- 1. Number of total child care providers in disaster impact zone **closed** post-disaster?
  - i. Number of family child care providers
  - ii. Number of center-based child care providers
  - iii. Number of slots lost due to closures?
    - a. The closures are due to...
    - b. Are the child care providers damaged and able to reopen after assessments?
    - c. Are there safety assessment timelines for reopening the child care providers?
    - d. Are the child care providers destroyed and unable to reopen?
- 2. Number of total child care providers **open** in disaster impact zone?
  - i. Number of family child care providers
  - ii. Number of center-based child care providers
    - a. Are all enrolled children able to get to the child care providers?
      - i. If no, why aren't they able to access the child care providers?
    - b. Is there a staff shortage where child care providers need help?
      - i. If yes, how many temporary staff are needed?
    - c. Do any child care providers have capacity & are willing to take children impacted by disaster?
      - i. If yes, how many?
      - ii. If yes, are any of the child care providers able to take children with functional needs?
      - iii. If yes, are any of the child care providers able to take in infants or neonates?
- 3. Number of total child care providers in disaster impact zone **that cannot be reached** post-disaster?
- 4. Are children and families able to receive uninterrupted child care?
  - i. Are there any transportation disruptions?
  - ii. Are children and families able to receive child care elsewhere?
- 5. Is there an increase in families applying for child care assistance in the state/territory?
- 6. Request for behavioral & mental health services for children, families & staff?

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comment
Yes/No
Yes/No
Yes/No
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Yes/No
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Yes/No
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Yes/No
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Yes/No
Yes/No
Yes/No
Yes/No

**COMMENTS:**

Public reporting burden of this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

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## Office of Child Care (OCC) Information Collection Form Glossary

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<i>Behavioral &amp; mental health services</i>	This could be a request that is heard on a conference call or a meeting for serving traumatized children, families, and communities. ACF can help by providing resources to help child care providers work with families and caregivers.
<i>Capacity</i>	Number of vacancies and enrollments in a child care setting. Finding out how much capacity is lost or available is very important for disaster response and recovery - to determine needs and availability.
<i>CCDF</i>	ACF Office of Child Care's Child Care and Development Fund, administered at the state/territory level, but has flexibilities and waivers that ACF can help guide the state/territory.
<i>Center-based child care provider</i>	Child care is provided for children in groups, usually have multiple caregivers.
<i>Damage assessments</i>	Depending on the state/territory, this could be done by licensing agency/agencies and/or CCR&R(s) to assess overall loss of child care providers, interruptions in service, number of children and/or staff impacted by the disaster, to record available and/or needed resources for response and recovery, to inform emergency management officials and community decision makers of the damages.
<i>Family child care provider</i>	Child care is provided in a home setting, varies from state to state.
<i>Non-regulated</i>	Depending on the state/territory, this could include license-exempt or family child care providers.
<i>Projected disaster impact zone</i>	Region or locale threatened or damaged by either natural, technological or social hazards.
<i>Regulated</i>	Depending on the state/territory, this could include licensed or registered child care providers.

*\*\*The term child care includes child care centers, family child care, territories, American Indian/Alaska Native, Migrant and Seasonal, and any combination therein.*