

Office of Child Care (OCC) Information Collection Form

This form provides 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 data that the OCC Central Office and Regional Program Managers and the Office of Human Services Emergency Preparedness and Response (OHSEPR) need during and following a disaster.

Name of Disaster
 Date of Current Report
 Name of Person Completing Report
 Source(s) of Information

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?

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?

Usually includes descriptive

The date should be

This information is i.e. Department of Human Services, CCR&R, centers, etc.

If Head Start centers are licensed in your state then make sure information is counted under as well.

date baseline was collected

Yes/No

This is the universe, the TOTAL number

Family child care providers and facility-based child care providers included in this number.

depending on the impacted

If no-warn event, as

how many children can the providers care for in the impact zone?

comment

comment

i.e. provider contact information, emails, phone numbers, etc.

Yes/No

this could be different entities for each category of centers that want to open as soon as disaster passes, etc.

Family child care providers and facility-based child care providers included in this number.

i.e., power outages, water outages, safety concerns, etc.

Family child care providers and facility-based child care providers included in this number.

i.e. could be due to family displacement, transportation disruptions,...

Office of Child Care (OCC) Information Collection Form Glossary

<i>Behavioral & 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.*