Strengthening Iowa Child Care:
A Guide to Completing the Data Collection Form

This guide includes instructions to complete the data collection form that you will receive in August. This project is supported by the following partners: Iowa Department of Health & Human Services, CCR&R, and Iowa State University.

Section 1: Login Screen

1. Access the survey at: https://iastate.qualtrics.com/jfe/form/SV_3IDGOPj3gtt0VMi
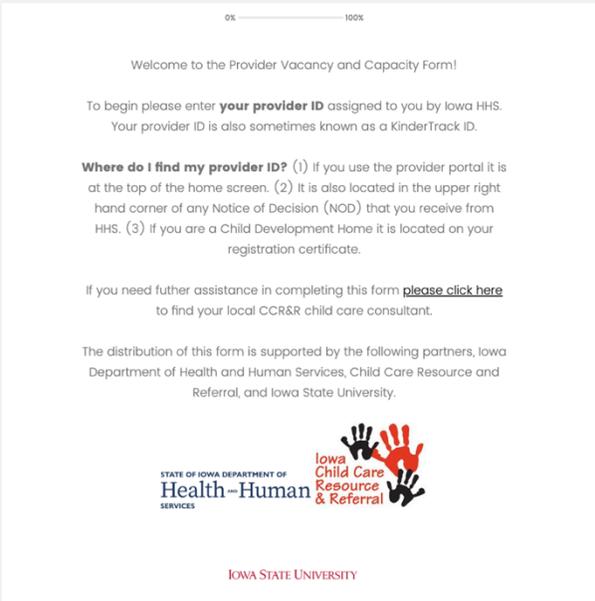
2. Enter your **provider ID**. Follow the prompts on the login screen to find your provider ID.
3. Click the right-facing arrow.

Section 2: Welcome

1. You will see your child care program's director or owner's name and the name of the child care program on the welcome page. Anyone can complete the form for your program.
2. Click the right-facing arrow to continue.

Section 3: Age Groups Cared For and Desired Capacity

Age Groups Cared For:

1. Select the age groups of children that you currently care for or would like to care for at your child care program.
2. Check all age groups that apply to your child care program.
3. Click the right-facing arrow to continue.

Desired Capacity

1. Enter your **desired capacity** number for each age group. Your desired capacity cannot exceed your licensed/registered capacity at any given time.
2. If you need to add more age groups or remove age groups, click the left-facing arrow to change your answers to the previous question. Otherwise, click the right-facing arrow to continue.

Section 4: Vacancies

1. Select your answer and click the right-facing arrow.
2. If you select 'yes,' you will be asked for more information on the next page.
3. If you select 'no,' you will not have any more vacancy questions

Age Groups of Open Slots

1. Select the box beside each age group that you have open slots.
2. If you need to add more age groups or remove age groups, click the left-facing arrow to change your answers to the previous question. Otherwise, click the right-facing arrow to continue.

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Which age groups do you have open slots for?

☐ Infant (Birth-12m)

☐ Infant (13-23m)

☑ Toddler (2y)

☑ Pre-School (3y)

☐ Pre-School (4-5y)

← →

Number of Open Slots

1. Enter the number of open slots in each box for each age group (based upon your previous answer). Age groups are split into full-time and part-time slots.

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How many open slots do you have for the following age groups?

	Full-Time Slots	Part-Time Slots
Infant (Birth-12m)	1	2
Infant (13-23m)	3	0
Toddler (2y)	0	1

2. If you have a Child Care Assistance (CCA) agreement with HHS you will be asked if you currently accept children on CCA for your open slots. Click 'yes' if you would and 'no' if you wouldn't.
3. Select the right-facing arrow to continue.

Are you currently able to accept CCA eligible children for your openings slots?

☑ Yes

☐ No

← →

Section 5: Rates

The next set of questions are about the rates your child care program charges families. These questions will only be asked once in a calendar year.

1. Check the boxes beside all the options your program uses to charge families for child care.
2. You must select at least one option, but you can select all that apply.
3. Click the right-facing arrow to continue.

4. The next question asks if you charge different rates for part-time and full-time children. Click 'yes' or 'no' and then click the right-facing arrow to continue.

5. If you selected that you have different rates for part-time and full-time children, enter the rate (in dollars) that your child care program charges families for each age group. If rates do not apply in a particular circumstance, please enter 0. For example, you may not have part-time rates for infants, but have part-time rates for toddlers and preschoolers.
6. Once you have entered all your rates, click the right-facing arrow to continue.

Section 6: Thank you

Once you reach this screen, you have completed the survey and we are grateful for your time. Thank you!

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Thank you for taking the time to complete this form.

Your response has been recorded.

If you would like to make further updates to your provider profile please click here