
Iowa

**Statewide Child Care
Emergency Preparedness and
Response Plan**

Updated 3-29-22



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CHAPTER 1: APPROVAL AND IMPLEMENTATION

TO: Iowa Department of Human Services, Division of Adult, Children & Family Services, Bureau of Child Care Services Staff
Iowa Department of Human Services, Division of Field Operations, Child Care Consultants and Compliance Staff
Iowa Department of Human Services, Division of Field Operations, Centralized Child Care Assistance Eligibility Unit Staff and Centralized Child Care Assistance Payment and Registration Unit Staff
Iowa Department of Human Services, Continuity of Operations Plan (COOP)/Continuity of Governance (COG) Liaison and State Emergency Operation Center (SEOC) Liaison
Iowa Child Care Resource and Referral (CCR&R) Staff
Iowa Department of Public Health, Healthy Child Care Iowa (HCCI) Staff
Iowa Homeland Security and Emergency Management Department (HSEMD)
Iowa Emergency Management Association (IEMA)

FROM: Iowa Department of Human Services (DHS), Division of Adult, Children & Family Services, Bureau of Child Care Services

SUBJECT: Iowa Child Care Emergency Preparedness and Response Plan

The Iowa Child Care Emergency Preparedness and Response Plan provides a framework for preparedness and recovery activities for child care regulatory and child care subsidy in the event of a significant emergency or disaster in Iowa. This plan provides a structure for DHS, CCR&R and HCCI to work in a coordinated effort during disaster recovery and provides guidance to regulated child care providers, non-regulated child care providers with a Child Care Assistance Provider Agreement, parents and stakeholders about what they can expect from DHS, CCR&R and HCCI.

This plan is complimentary to DHS's COOP/COG and works with the overall statewide mitigation, preparedness, response and recovery activities provided by the Iowa Homeland Security and Emergency Management Department (HSEMD). By coordinating between the departments, CCR&R and HCCI, the plan helps Iowa in minimizing the impact of disasters and emergencies on children, families and child care providers (providers).

Past disasters have shown that disasters can have a significant impact on a community's child care infrastructure. A strong, stable child care infrastructure allows parents and communities to respond to and recover from major disasters and emergencies. Iowa's child care industry is annually impacted by flooding and more recently from a derecho and the COVID-19 pandemic.

Based on past disasters nationwide, the National Commission on Children and Disasters submitted a report to the President and Congress which provided recommendations for closing gaps in the Nation's disaster planning, preparedness, response, and recovery for children. As a result of the

recommendations, the Federal Emergency Management Agency (FEMA) began to identify child care as an essential service in disaster recovery.

With the passage of the Child Care and Development Block Grant of 2014 (CCDBG), states must develop a statewide child care disaster plan to restore child care services after a disaster. Iowa's Statewide Child Care Emergency Preparedness and Response Plan was developed by DHS with the assistance of CCR&R, HCCI and the Iowa Emergency Management Association (IEMA) and is reviewed and updated regularly.

Record of Changes

Change	Page	Date	Initials
Additional details and depth added throughout the plan.	--	6/20/17	TF
1. Added new contractual requirement for CCR&R	9	4/2/19	TF
2. Updated data for number of child care centers & preschools and child development homes and number of children served in those settings	10		
3. Updated data for the number of child care homes	11		
4. Added the option for collecting damage assessment data from child care providers online	16		
5. In "Provider Preparedness" row, added a requirement for DHS and CCR&R to annually share with child care providers the steps for reporting damages as a result of an emergency or disaster	21		
6. In the "GIS Mapping" row, added a component for designated DHS staff to review WebEOC for emergency/disaster information	23		
7. In the "Initial Assessment" row, added the use of WebEOC and the process for gathering information through the Initial Assessment form	23-24		
8. In the "Initial Assessment" row, added updating WebEOC with child care infrastructure impacts, as appropriate	28		
9. Added information about the use of the Disaster Behavioral Health Response Team	31		
10. Added information about a pre-inspection visit when a child care facility relocates	32		
11. Added a requirement to annually share with child care providers the steps for reporting damages as a result of an emergency or disaster	38		
12. Updated information on the online trainings available through FEMA	40		
13. Added new resources	48-49		
14. Updated federal information memorandums and policy document	50		
15. Updated contacts associated with maps	54-55, 57-61		
1. Updated the definitions for child development homes and child care comes and number of providers in these categories and child care centers/preschools	10-11	7/1/21	TF
2. Updated contact information in Appendices 10, 11, 12, 14	52, 54-55, 57-61		
A thorough review and update completed throughout the plan	--	3/29/22	TF

CHAPTER 2: BACKGROUND AND OVERVIEW

PURPOSE

The purpose of this plan is to provide guidance and procedures for the Iowa Department of Human Services (DHS) Division of Adult, Children and Families, Bureau of Child Care Services and the Division of Field Operations to respond to a disaster that significantly affects a community's child care infrastructure. The plan outlines the roles and responsibilities of DHS and partner organizations in providing support to providers and families affected by a disaster.

The key emergency response functions relating to child care in DHS are:

- Support the safety and well-being of children in regulated child care and non-regulated child care with a Child Care Assistance Provider Agreement through continued regulatory efforts
- Continue child care subsidy payments to providers
- Continue eligibility determinations and subsidy authorizations for parents
- Continue the approval of in-home child care providers with a Child Care Assistance Provider Agreement
- Distribute information about disaster assistance and recovery to child care providers and families
- Participate in the disaster response as an Emergency Support Function (ESF) 6 supporting agency at the State Emergency Operations Center (SEOC) or virtually coordinate with partner organizations, including Child Care Resource and Referral (CCR&R) regions, the American Red Cross (ARC), and other non-governmental organizations that support the needs of children during disasters
- Represent the needs of child care providers following a disaster, in partnership with CCR&R, Iowa Department of Public Health - Healthy Child Care Iowa (HCCI) and Early Childhood Iowa, to county emergency managers, HSEMD, ACF, FEMA, Child Care Aware of America and elected officials within the limitations of their agency/organization's role and jurisdiction

SCOPE

This plan is prepared on behalf of DHS, the State of Iowa Child Care and Development Fund (CCDF) lead agency. The plan outlines the roles and responsibilities of DHS to respond to and recover from a disaster that significantly affects a community's child care infrastructure. While the plan includes suggested actions for partner and nonprofit organizations often involved in disasters, these are only recommendations and are not binding on any of the agencies and organizations identified.

The plan focuses on:

- Licensed child care centers and preschools
- Child development homes
- Child care homes with a Child Care Assistance Provider Agreement

- The children in care in these programs
- Families who receive child care subsidies

DHS has statutory authority over the regulation of licensed child care centers, registered child development homes, and non-registered child care homes with a Child Care Assistance Provider Agreement. DHS also provides the policy, eligibility determination, and authorization of care and payment of services for the Child Care Assistance (CCA) subsidy program.

In-home providers (i.e., nannies) and non-registered child care homes that do not have a Child Care Assistance Provider Agreement are excluded from this plan. The state's oversight of these providers is limited by Iowa law. This plan also does not include early childhood settings such as, the Statewide Voluntary Preschool Program for Four-Year-Old Children or Shared Visions, which are under the authority of the Iowa Department of Education (DE).

In addition, this plan does not address procedures in DHS's COOP/COG as mandated by Executive Order 40 (E040) of the Governor that ensures the safekeeping of essential resources, facilities and records and the establishment of emergency operating capabilities.

In situations of an unaccompanied minor, law enforcement has statutory authority to take custody of the child. Law enforcement can then place the child with DHS. Individual DHS staff cannot provide child care for children, but staff can arrange for temporary placement and secure a court order for child placement. Whether or not DHS provides temporary placement of unaccompanied minors, we can provide resources and services to potential child care providers.

This plan takes a "worst, most likely scenario" approach to planning and is not intended to address catastrophic incidents or human-caused emergencies. An example of a "worst, most likely scenario" in Iowa is flooding which often produces cascading and sustained impacts to utilities, transportation and critical infrastructure.

ASSUMPTIONS

This plan was created using the following assumptions:

- Child care is an integral and essential part of a community's economic viability and should be restored as soon as possible following an emergency event
- Licensed child care centers and preschools, registered child development homes and non-registered child care homes with a Child Care Assistance Provider Agreement have their own emergency plans, train on and implement them and share the plans with parents. It is recommended that providers have enough food, water and supplies to take care of children for up to three days.
- CCR&R regions play an integral role in providing timely information to providers, parents and communities.
- This plan is consistent with other disaster planning documents prepared by the Iowa Homeland Security and Emergency Management Department (HSEMD).

- DHS will adhere to the principles of the National Incident Management System and the structures of the Incident Command System in response operations.
- The disaster is not catastrophic, but “manageable,” defined as basic communications services such as phone and internet are operational or will be operational within 3-7 days.
- Timeframes in this plan are approximate and may vary depending on the extent of the damage.

OVERVIEW OF CHILD CARE IN IOWA

ADMINISTRATION

DHS is responsible for the:

- Administration and regulation of child care which includes annual monitoring of health and safety requirements for:
 - Registered child development homes
 - Licensed child care centers and preschools
 - Non-registered child care homes with a Child Care Assistance Provider Agreement
- Efforts to improve the quality of child care
- Promulgation of policy for child care licensing and regulation and child care subsidy programs
- Policy, oversight and contracts
- Child Care Assistance (CCA) Program which includes:
 - Determining eligibility for subsidized child care
 - Authorizing child care subsidies
 - Ensuring child care providers meet requirements to be eligible to care for children on the subsidy program
 - Making subsidy payments to child care providers

DHS has three statewide centralized child care units:

- Centralized Child Care Assistance Eligibility Unit – Determines initial and ongoing eligibility for CCA which includes processing new applications, reviews and changes reported by families
- Centralized Child Care Assistance Payment and Registration Unit – Processes child care payments for providers and handles all child development home and child care home with a Child Care Assistance Provider Agreement provider applications, renewals and changes reported
- Centralized Child Care Licensing Unit – Process all applications, renewals and changes reported and regulatory oversight for child care centers and preschools

DHS maintains contracts with CCR&R to:

- Assist families in selecting child care providers who best meet the needs of a child and their family
- Serve as the entry point for all initial child development home (registered) and child care homes with a Child Care Assistance Provider Agreement (non-registered) applications and submit

applications to the Centralized Child Care Assistance Payment and Registration Unit for processing and approval

- Provide consultation services to assist providers in developing and testing emergency preparedness plans; this includes, following up on DHS regulatory staff referrals of providers that are noncompliant in meeting emergency plan requirements
- Provide training, technical assistance and consultation services to support child care providers in meeting regulatory requirements and achieving and maintaining performance at higher quality levels in Iowa's Quality Rating for Kids (IQ4K) <https://iowaccrr.org/providers/iq4k/>
- Collect, analyze and disseminate child care data
- Provide emergency and disaster information, resources, and training <https://iowaccrr.org/training/EP/>
- Communicate through a text messaging platform
- Facilitate a statewide emergency preparedness workgroup with representation from all five CCR&R regions

NOTE: CCR&R consists of five regions which serves the 99 counties in Iowa. (Refer to [Appendix 14](#) for the CCR&R Regions)

DHS maintains a contract with the Iowa Department of Public Health (IDPH), Healthy Child Care Iowa (HCCI) to:

- Provide state coordination and serve as the primary point of contact and communication between DHS and contractor subdivisions relevant to child care on matters related to health and safety in child care settings
- Provide coordination, support and training to child care nurse consultants (CCNC) employed or contracted for under the IDPH Maternal and Child Health Contract (Refer to [Appendix 15](#) for Child Care Nurse Consultant coverage in Iowa counties)
- Coordinate notification with CCR&R and/or local CCNS agencies to ensure child care providers are made aware of communicable disease outbreaks and environmental hazard announcements
- Assure the delivery of IDPH, developed or approved, health and safety curriculum via the local CCNCs which includes two trainings annually in each CCR&R region of the following topics: children with special health needs, immunizations, injury prevention, medication administration, nutrition and physical activity and safe sleep

CHILD CARE CENTERS AND PRESCHOOLS

Child care centers and preschools are businesses that care for dozens of children. There are approximately 1,488 child care centers and preschools that are licensed to serve approximately 131,426 children in Iowa. Child care centers must meet requirements in Iowa Administrative Code chapter 441-109 and are licensed. <https://www.legis.iowa.gov/docs/aco/chapter/441.109.pdf> Comm. 204, *Child Care Centers and Preschools: Licensing Standards and Procedures*, provides an overview of licensing procedures, provider resources, regulations and tools.

<https://ccmis.dhs.state.ia.us/providerportal/DocumentsandForms.aspx>

There are DHS Child Care Consultants throughout Iowa to provide technical assistance, conduct inspections and respond to complaints. (Refer to [Appendix 13](#) for a map of Child Care Consultant offices)

CHILD DEVELOPMENT HOMES

Child development homes are businesses where a person is registered and provides child care in a single-family residence that the provider either owns, rents or leases. Providers that care for seven or more children at any one time must be registered. There are approximately 2,292 child development homes registered to serve approximately 25,256 children in Iowa. There are three categories of child development homes, “A,” “B” and “C.” The categories vary based on the requirements of the facility and the number of children the provider can care for.

Child development homes must meet requirements in Iowa Administrative Code chapter 441-110, Child Development Homes. <https://www.legis.iowa.gov/docs/aco/chapter/441.110.pdf> Comm. 143, *Child Development Homes: Registration Guidelines*, provides an overview of registration procedures, provider resources, regulations and tools.

<https://ccmis.dhs.state.ia.us/providerportal/DocumentsandForms.aspx>

There are DHS Child Care Compliance staff throughout Iowa to provide technical assistance, conduct inspections and respond to complaints. (Refer to [Appendix 11](#) for a list of DHS field offices and [Appendix 12](#) for a map of DHS child care compliance staff)

CHILD CARE HOMES

A child care provider that cares for five or fewer children OR six or fewer children, if at least one of the children is school-aged, at any one time in their single-family residence can choose to be a non-registered child care home provider. There are two different types of child care homes. The difference between the two types of child care homes is whether the provider has a Child Care Assistance Provider Agreement to care for children on the CCA Program or not. There are approximately 80 child care homes with a Child Care Assistance Provider Agreement in Iowa. It is unknown how many child care homes without a Child Care Assistance Provider Agreement there are in Iowa because DHS does not regulate this category of providers.

If the provider has a Child Care Assistance Provider Agreement, the provider must meet requirements in Iowa Administrative Code chapter 441-120, Child Care Homes.

<https://www.legis.iowa.gov/docs/aco/chapter/441.120.pdf> Comm. 95, *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*, provides an overview of entering into a Child Care Assistance Provider Agreement, minimum health and safety requirements, provider resources and tools. <https://ccmis.dhs.state.ia.us/providerportal/DocumentsandForms.aspx>

DHS Child Care Compliance staff throughout Iowa provide technical assistance, conduct inspections and respond to complaints. (Refer to [Appendix 11](#) for a map of DHS field offices and [Appendix 12](#) for a list of DHS child care compliance staff)

DEPARTMENT OF EDUCATION PROGRAMS

Early education programs such as, Shared Visions, the Iowa Statewide Voluntary Preschool Program for Four-Year-Old Children, Head Start, etc. are under the authority of the Department of Education and exempt from DHS regulatory requirements unless the program chooses to be licensed under DHS.

IN-HOME CHILD CARE PROVIDERS

A child care provider that provides care in the family's home is sometimes referred to as a nanny. This type of provider category is not registered. To receive CCA, at least three of the family's children must be eligible for CCA.

In-home providers are not required in Iowa law to have an emergency plan.

CHILD CARE SUBSIDIES

DHS administers Iowa's child care subsidy program called Child Care Assistance (CCA). DHS uses the KinderTrack (KT) data system to gather and store information about CCA families; calculate family copayment fee levels; generate notices, eligibility review forms and attendance sheets; provide families with the ability to apply online for CCA benefits and view their case status; allow people to search for child care providers willing to accept CCA payments; and allow child care providers to apply online to become a CCA provider, view the CCA families the provider is authorized to bill for, enter CCA attendance and submit requests for payment online.

CCA helps families pay for child care to allow them to work, attend training or enroll in educational programs. Families can apply for CCA online or print and complete a paper application. Child care units are authorized for eligible children so the family can engage in work or other approved activities. Families are authorized for 12 months of child care at a time. During this time, families are required to report changes in providers, income beyond 85% of the state median income, and changes in contact information by calling, emailing or writing DHS. Families may also report non-temporary loss of work or training. The DHS Centralized Child Care Assistance Eligibility Unit processes CCA applications and renewals and updates KT based on information families report to DHS.

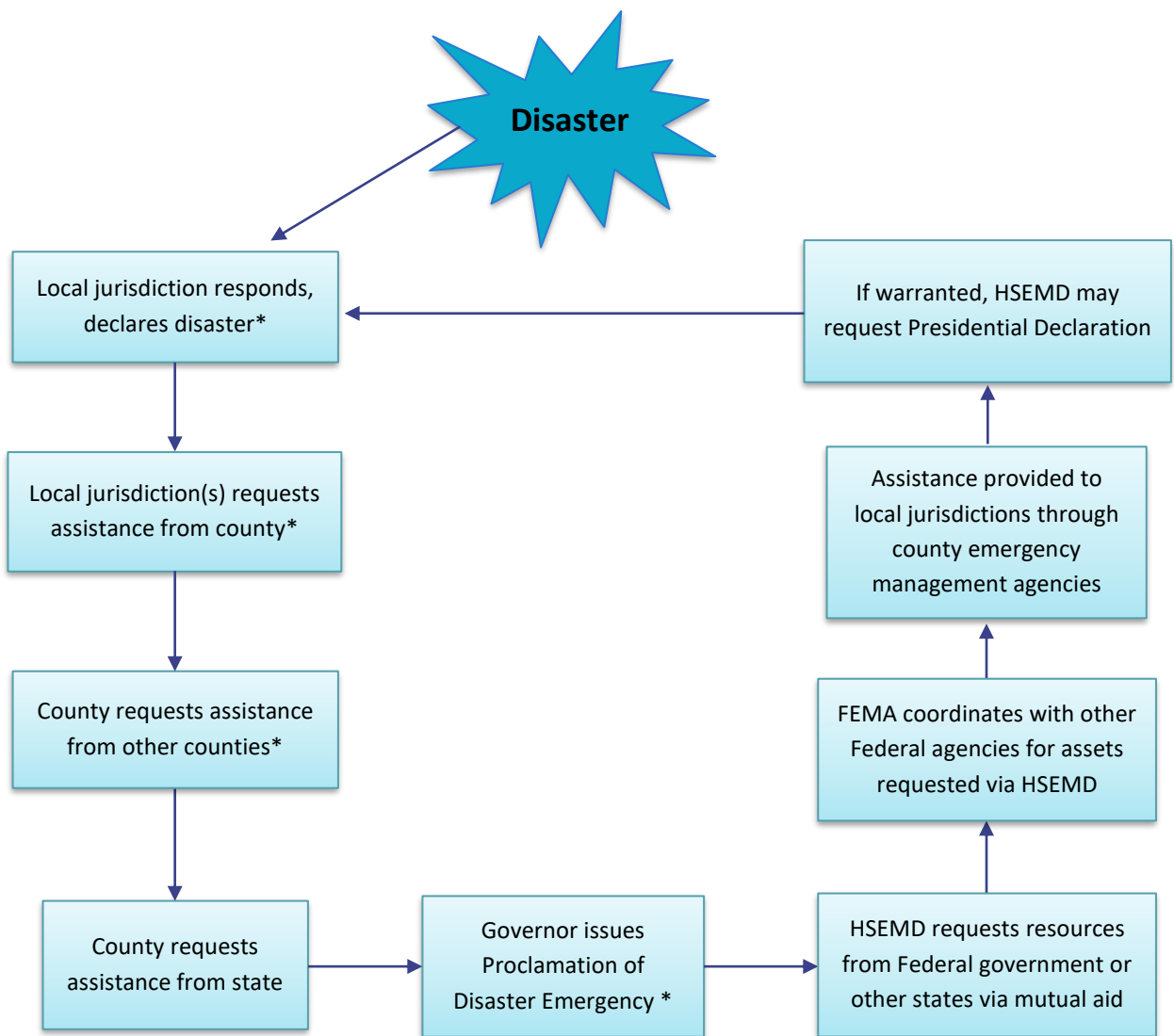
Child Care providers interested in becoming a CCA provider must complete an application. Providers can complete the application online or submit a completed paper copy. The Centralized Child Care Assistance Payment and Registration Unit processes all provider applications, renewals and changes reported by providers. The Unit also processes all CCA requests for payment.

Child care centers, child development homes, child care homes and in-home child care providers are eligible to receive CCA after receiving an approved *Child Care Assistance Provider Agreement*, form 470-3871, and completing training and record check requirements based on the type of child care facility.

DHS generates bi-weekly attendance records that identify children authorized for CCA. If the provider uses KT to document and submit attendance information and invoices, children authorized for CCA display on the provider’s KT account. If the provider receives a paper version of the attendance record, barcoded attendance records generate from DHS Central Printing and are mailed to the provider.

DHS receives and scans approximately 6,000 attendance records/invoices each month. DHS must process the invoice and issue a payment within 10 business days of receiving a correct invoice.

DISASTER PROCLAMATION AND RESPONSE PROCESS



*If additional assistance is needed, the request is made to the larger jurisdiction.

All disasters and all responses begin and end at the local level. When a local jurisdiction experiences an incident that exceeds its capacity to respond, the jurisdiction may request assistance from its' county emergency management office. If the county believes that it needs additional resources to meet the need, it may request assistance from other counties under the Iowa Mutual Aid Compact (IMAC). If additional resources are needed, the county requests assistance from the state through the State Emergency Operations Center (SEOC). The Governor may proclaim a "disaster emergency" for a portion of the state or the entire state and invoke response and recovery actions. The Governor's proclamation allows expeditious resource procurement and directs maximum use of state assets and capabilities.

If HSEMD believes the state needs additional resources to meet the needs based on the extent of the disaster, HSEMD may ask for assistance from other states or the federal government.

STATE-LEVEL EMERGENCY SUPPORT STRUCTURE

In the State of Iowa, the Homeland Security and Emergency Management Department (HSEMD) is the agency that coordinates state level emergency management. Their mission is, *"Enhancing the quality of life for Iowans by preparing our State and building resilient communities."* When appropriate, HSEMD convenes state agencies and private sector partners at the State Emergency Operations Centers (SEOC) to coordinate state response and recovery efforts. Activation of the SEOC may last only a few hours for a small incident, or may extend for several weeks or months for large-scale disasters.

Based on the National Response Framework, there are 15 Emergency Support Function (ESF) annexes (refer to [Appendix 10](#)). Responding to the unique needs of children during disasters, including child care, falls under ESF 6, mass care, emergency assistance, short term housing and human services response. At the SEOC, HSEMD assigns workstations to departments, agencies and organizations. The SEOC is customizable to accommodate appropriate response partners. DHS has two designated workstations at the SEOC.

THE EMERGENCY MANAGEMENT PREPAREDNESS, RESPONSE AND RECOVERY CYCLE

Emergency management is best conceptualized as a cycle of planning and preparedness activities, response and recovery. The more complete the preparedness, the shorter the response and recovery time for any emergency.

Preparedness – Preparedness includes activities and planning that allow agencies to prepare for emergency and disaster situations during times of non-emergencies or disasters. The preparedness phase involves training staff on emergency preparedness plans and developing relationships between agencies and people who are likely to be involved in response activities. Testing plans and exercises are also a critical part of being prepared. Preparedness activities to be completed by all the agencies involved in this plan are included in the [Preparedness table](#).

Response –Response is initiated when a disaster or emergency incident is recognized. During this phase, agencies should implement plans created during the preparedness phase. The response requires

agencies to participate in activities to assess the status of child care infrastructure and support the resumption of child care activities in affected areas. The [Response table](#) identifies activities agencies in this plan may complete in the response phase. Disasters may be sequential and compounding – as with flooding or the derecho – and the response is prolonged. The purpose of the response is to meet the immediate life-safety needs of those directly impacted.

Recovery – Recovery efforts may take days or years to complete depending on the scale and scope of the disaster and the impact to the local level. As soon as agencies and the child care infrastructure are no longer immediately responding or overwhelmed, the response phase ends. The recovery continues until child care infrastructure has resumed normal operations or all activities are complete and there is a new child care infrastructure. The [Recovery table](#) identifies activities agencies in this plan may complete in the recovery phase. Recovery is intended to help providers get back on their feet and establish their “new normal” mode of operating, if possible. In many cases, disaster assistance will not make providers “whole” or restore them immediately to their previous level of operations.

CHAPTER 3: CHILD CARE ROLES, RESPONSIBILITIES AND CRITICAL ACTIVITIES

PLAN DEVELOPMENT AND MAINTENANCE

Senior management of DHS is responsible for approving this plan. The State Child Care Administrator is responsible for the continued development, maintenance and dissemination of the plan. Following plan approval, Bureau of Child Care Services staff will review the plan annually in coordination with DHS field operations staff, CCR&R regions, HCCI and IEMD.

COMMUNICATION

The plan includes communication protocols. Bureau of Child Care Services staff will review and update protocols as identified above.

CONTINUITY OF OPERATIONS PLAN (COOP)/CONTINUITY OF GOVERNANCE (COG)

The Governor’s Executive Order 40 (E040) directed all departments to prepare a COOP/COG for critical functions in the event of a disaster. DHS has a COOP/COG that details how the department will continue vital operations including plans for staffing, computer systems, payments, etc.

CCR&R regions in Iowa are not under the authority of Governor’s Executive Orders. Four out of five regions have a COOP. CCR&R utilizes the National Data System (NDS) 2.0. NDS 2.0 is cloud-based software that includes online provider services, an online child care search portal, training tracking, and technical assistance management.

CHILD CARE EMERGENCY RESPONSE AND RECOVERY WORKGROUP (CCERRW)

Following a disaster, the State Child Care Administrator may convene a work group in conjunction with the ACF Office of Child Care, ACF Office Regional Administrator or the ACF Office Regional Emergency

Management Officer to coordinate assessment, response and recovery efforts related to regulated child care and non-regulated child care with a Child Care Assistance Provider Agreement. The workgroup will include staff representing DHS licensing and policy, DHS field operations, the DHS SEOC Liaison, CCR&R, HCCI and IEMA. Individuals representing the Iowa Disaster Human Resource Council (IDHRC – serves as Iowa’s Voluntary Organizations Active in Disasters or VOAD), Iowa Community Action Association, Red Cross, Save the Children, and Child Care Aware of America – Community Resiliency may be invited to participate.

DESIGNEES FOR JOINT RESPONSE

- DHS Regulatory Program Manager: Will work with the DHS Field Operations Division, CCR&R regions and HCCI regarding child care issues of common concern following a disaster
- DHS Child Care Subsidy Program Manager: Point of contact for issues related to payment continuity
- DHS Child Care Subsidy Program Manager, Centralized Child Care Assistance Eligibility Unit and Centralized Child Care Assistance Payment and Registration Unit: Point of contact for issues related to:
 - Continuity of subsidy eligibility determinations
 - Adjustments in subsidy authorizations
 - Determining eligibility for in-home and child care home providers

CHILD CARE FACILITY LOCATIONS FOR EMERGENCY MANAGEMENT MAPPING

County emergency managers and HSEMD can use the child care provider search function on KinderTrack (KT) [<http://ccmis.dhs.state.ia.us/ClientPortal/ProviderSearch.aspx>] to identify locations of “active” child care centers and preschools, child development homes and child care homes with a Child Care Assistance Provider Agreement and generate a list of facilities. The person can view the list as a PDF document or download the information into an Excel spreadsheet. The location search criteria includes ‘county,’ ‘city,’ ‘zip code,’ ‘near this address,’ ‘near this city’ and ‘distance.’ Anytime a DHS worker enters or updates data in KT, real-time data displays when completing a child care search.

County emergency managers can use the list of child care facility locations in Geographic Information Systems (GIS).

INITIAL CHILD CARE PROVIDER ASSESSMENT TOOL FOLLOWING A DISASTER

Phase I: Once a disaster is identified by DHS, DHS contacts the CCR&R region that serves the counties in the disaster area and requests the region to gather information using the *Child Care Damage Initial Assessment* form, also refer to as “*Initial Assessment*” in this plan. (refer to [Appendix 6](#)) The local CCR&R distributes the form to providers in the impacted area through an online data collection tool (i.e., Survey Monkey, etc.). CCR&R shares the data collected from the *Child Care Damage Initial Assessment* with DHS. Based on the data, CCR&R and DHS will update provider-specific information on child care-related databases, as appropriate. Updates may include, adjusting the provider’s hours of operations, identifying if the facility is temporarily closed, inactive, etc.

Phase II: Based on an analysis of data collected using the *Child Care Damage Initial Assessment*, DHS may ask CCR&R to gather more detailed information from child development home providers and child care homes with a Child Care Assistance Agreement utilizing the *Child Care Provider Assessment Following a Disaster* form. (refer to [Appendix 7](#)) DHS Child Care Consultants may be asked to gather more detailed information from child care centers and preschools utilizing the *Child Care Provider Assessment Following a Disaster* form.

DHS and CCR&R will use the provider data collected to determine the effect of the natural disaster on the area's child care infrastructure and share it with stakeholders, such as, ACF, HSEMD, county emergency manager(s), State Child Care Advisory Committee (SCCAC) and Early Childhood Iowa (ECI).

IDENTIFICATION OF IOWA CODE AND IOWA ADMINISTRATIVE CODE (IAC) TO CONSIDER FOR CHANGE IN THE EVENT OF A DISASTER

DHS will identify laws and regulations that may be considered for exception to or revision in the event of a disaster. If DHS revises laws and/or regulations as part of the Governor's Disaster Emergency Proclamation, the State Child Care Administrator will review the changes and consult with the Region VII Office of Child Care to determine whether an amendment to Iowa's CCDF Plan is necessary.

CHILD CARE EMERGENCY CONTACT LIST

The State Child Care Administrator is responsible for maintaining an updated contact list of people involved in the operations to support families in accessing child care and child care providers in offering safe, healthy and nurturing services. Refer to [Appendix 3](#) for a list of positions included in the child care emergency contact list.

EMERGENCY PREPAREDNESS TRAINING AND PLANNING

CHILD CARE PROVIDERS

To meet regulatory compliance, child care center staff, child development home providers and child care home providers with a Child Care Assistance Provider Agreement must complete a pre-service health and safety training that includes a module on emergency preparedness. These same categories of providers must also have emergency plans that include procedures for evacuation and relocation; sheltering-in-place; lockdown; addressing the individual needs of children, including those with functional and access needs; communication and reunification with parents or other approved individuals designated by the parents; and continuity of operations. See [Appendix 8](#) for a list of resources available to assist providers.

DHS CHILD CARE REGULATORY COMPLIANCE AND CONSULTANT STAFF

To meet federal requirements, DHS child care regulatory compliance and consultant staff are responsible for completing training related to emergency preparedness through the Essentials Child Care Pre-Service Series module, “Essentials for Emergency Preparedness.” Newly hired or reassigned staff must complete the training before conducting a child care compliance visit.

PREPAREDNESS

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Plan Development & Maintenance	<p>Develop a statewide emergency preparedness plan for child care centers and preschools, child development homes and child care homes with a Child Care Assistance Provider Agreement. Review at least annually and revise as needed.</p> <p>Train appropriate DHS staff on the Statewide Child Care Emergency Preparedness and Response Plan.</p> <p>Design and implement an annual exercise as determined by the needs of the plan.</p>	<p>Participate in the child care emergency preparedness planning cycle under DHS’s lead.</p> <p>Train appropriate CCR&R staff on the Statewide Child Care Emergency Preparedness and Response Plan.</p> <p>Participate in an annual exercise.</p>	<p>Participate in the child care emergency preparedness planning cycle under DHS’s lead.</p> <p>Share the Statewide Child Care Emergency Preparedness and Response Plan with CCNCs.</p> <p>Participate in an annual exercise.</p>
Communication	<p>Lead the process for developing collaborative communication protocols for sharing information about child care following a disaster. Include the protocols in the Statewide Child Care Emergency Preparedness and Response Plan.</p>	<p>Participate in the development of communication protocols for sharing information following a disaster.</p>	<p>Participate in the development of communication protocols for sharing information following a disaster.</p>
Continuity of Operations Plans	<p>Maintain a COOP/COG that addresses DHS vital child care services.</p> <p>Develop continuity plans for licensing, registration and requirements for non-registered providers with a CCA Provider Agreement.</p> <p>Develop continuity plans for child care subsidy payments and authorizations.</p>	<p>Develop and maintain a COOP that addresses CCR&R vital services and interdependencies with DHS, HCCI and county emergency managers.</p> <p>Develop an appropriate backup of data systems and other vital records.</p>	<p>Maintain IDPH COOP that addresses HCCI critical business functions and program services.</p>

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Continuity of Operations Plans	Maintain backup data systems and other vital records. Annually review the Statewide Child Care Emergency Preparedness and Response Plan with DHS’s COOP/COG designee.		
Designees for Joint Response	<p>Designate one or more staff to work directly with other state agencies to plan and respond to disasters that impact child care.</p> <p>Designate a person in the Bureau of Child Care Services to consult and coordinate with the DHS liaison in the SEOC during a response.</p>	<p>CCR&R will work directly with DHS, HCCI and county emergency managers to support joint planning for disaster responses related to child care.</p> <p>Annually, CCR&R will attempt to meet with county emergency managers to collaborate and discuss emergency preparedness needs of child care providers.</p>	HCCI will work directly with DHS, CCR&R and county emergency managers to support joint planning for disaster responses related to child care.
GIS Mapping	<p>Maintain real-time data on locations of “active” child care centers and preschools, child development homes and child care homes with a Child Care Assistance Provider Agreement that is accessible to HSEMD staff, county emergency managers and other emergency responders.</p> <p>Allow searchable criteria to identify providers in specific areas. Provide more than one format to download the location data.</p>	<p>In the NDS 2.0 search portal, maintain real-time data on locations of “active” child care centers and preschools, child development homes and child care homes with a Child Care Assistance Provider Agreement that is accessible to HSEMD staff, county emergency managers and other emergency responders.</p> <p>Allow searchable criteria to identify providers in specific areas.</p>	Educate CCNCs on the use of the KT Child Care Client Portal to identify child care providers in their service area.

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Initial Assessment	Develop an Initial Assessment form to determine the status of providers post-disaster.	Provide input and recommendations on the Initial Assessment form to DHS.	Provide input and recommendations on the Initial Assessment form to DHS.
Iowa Code and IAC	Identify possible changes in Iowa Code and Iowa Administrative Code (IAC) for child care regulatory and CCA during a disaster.		
Emergency Contact List	Maintain, update and distribute the Child Care Emergency Response Contact List on an annual basis. When there are staff changes, update the Contact List and distribute immediately.	Review CCR&R contacts on the Child Care Emergency Response Contact List annually and notify DHS of any changes. When there are changes in staff on the Contact List, notify DHS immediately. Keep the updated Child Care Emergency Response Contact List accessible.	Review HCCI contacts on the Child Care Emergency Response Contact List annually and notify DHS of any changes. When there are changes in staff on the Contact List, notify DHS immediately. Keep the updated Child Care Emergency Response Contact List accessible.
Provider Preparedness	Monitor child care providers compliance with emergency plan requirements. Provide technical assistance and information on emergency preparedness resources available on the CCR&R website to child care providers. Annually review current resources available to child care providers and update as necessary. Identify additional resources needed. As needed, work collaboratively with CCR&R and HCCI to develop additional resources, tools and templates for providers.	Promote and/or provide training and technical assistance to child care providers and parents around emergency preparedness. Follow up on DHS regulatory staff referrals of providers that are noncompliant in meeting emergency plan requirements and offer assistance to help providers meet requirements. Maintain emergency preparedness resources, tools and templates for child care providers on the CCR&R website.	Promote and/or provide training and technical assistance to child care providers around emergency preparedness. Annually review and provide feedback to DHS and CCR&R about emergency preparedness resources, tools and templates for child care providers available on the CCR&R website. As needed, work collaboratively with DHS and CCR&R to develop additional resources, tools and templates for providers.

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Provider Preparedness	At least annually through existing correspondence with child care providers, share steps for reporting damages as a result of an emergency or disaster.	Annually review and provide feedback to DHS about emergency preparedness resources, tools and templates for child care providers available on the CCR&R website. As needed, work collaboratively with DHS and HCCI to develop additional resources, tools and templates for providers. At least annually through existing correspondence with child care providers, share steps for reporting damages as a result of an emergency or disaster.	
Represent Provider Needs	Represent the needs and concerns of child care providers and parents around emergency preparedness with HSEMD, ACF, FEMA and elected officials.	As requested by DHS and when deemed appropriate by CCR&R, represent the needs and concerns of child care providers and parents around emergency preparedness with county emergency managers, Child Care Aware of America and elected officials.	Through CCNCs, represent the needs and concerns of child care providers and parents around emergency preparedness with county boards of public health, county emergency managers, IDPH and elected officials.

Administration for Children and Families (ACF) Role:

Assist in Iowa’s emergency preparedness planning efforts for child care.

State Systems Network Role:

Provide technical assistance and linkages with other states related to emergency preparedness planning for child care.

RESPONSE

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Plan Development & Maintenance	Activate the child care emergency preparedness plan when needed.	Implement designated roles in the plan.	Implement designated roles in the plan.
Communication	Implement communication protocols for collecting and disseminating information to partners, providers and families.	Implement communication protocols as outlined in the plan.	Implement communication protocols as outlined in the plan.
Continuity of Operations Plans	<p>Implement the COOP/COG to continue operations that address DHS vital child care services and interdependencies.</p> <p>Implement continuity plans for regulatory and subsidy program functions during a disaster.</p> <p>Keep data systems working and vital records secure. Use backup systems as needed.</p>	<p>Implement plan to continue child care referrals and provider support.</p> <p>Keep data systems working and vital records secure. Use backup systems as needed.</p>	<p>Implement plan to continue child care provider support.</p>

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Designees for Joint Response	Designated staff will communicate to the DHS SEOC liaison the immediate response needs (food, shelter, relocation of children, etc.) related to child care from child care providers and local jurisdictions.	Assist in the identification of child care provider, family and community needs related to child care. Share information with the DHS point of contact. Advocate for resources needed to resume child care operations.	Assist in the identification of child care provider, family and community needs related to child care. Share information with the DHS point of contact. Advocate for resources needed to resume child care operations.
GIS Mapping	Designated staff will review data reported by county emergency managers and other users on WebEOC. Use the child care provider search function on KinderTrack (KT) to identify providers located in a disaster area and to support response efforts.	Use KT or NDS 2.0 to identify providers in a disaster area and provide support.	Use KT or NDS 2.0 to identify providers in a disaster area and provide support related to health and safety.
Initial Assessment	Designated staff reviewing WebEOC will share information about damages in impacted areas with the child care regulatory manager and the state child care administrator. In consultation, the child care regulatory manager and state child care administrator will determine if DHS will ask CCR&R to contact child care facilities in the impacted area. If the decision is to contact child care facilities, either the program manager that oversees the state emergency plan or the child care regulatory manager will contact the CCR&R regional director in the impacted area.	Phase I: As requested by DHS, local CCR&R gathers information from child care providers in the impacted area using the Initial Assessment form. The form is distributed through an online collection tool within 72 hours of the DHS request. Note: If computer systems are down and the online collection tool is not available, use the Assessment fillable form version. Based on an agreed upon date, provide DHS with the Initial Assessment data collected through the online collection tool (or the fillable Assessment forms completed if that method is only available).	Coordinate with CCNC, CCR&R and DHS and provide communications, guidance documents and reference materials related to public health federal or state policy; environmental hazards, communicable disease outbreaks and other resources. Provide assistance/resources if needed/ requested to child care providers in the impacted area when the local CCNC is not available (vacancy, leave of absence or vacation).

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Initial Assessment	<p>Phase I: Coordinate with CCR&R to gather information from child care providers using the Initial Assessment form within 72 hours of the disaster event.</p> <p>Compile information from data received and share with DHS field operations and leadership and stakeholders, including CCR&R, ACF and others as needed. Enter data for county-level child care infrastructure impacts in WebEOC, as appropriate.</p> <p>Enter appropriate provider information into KT.</p> <p>Phase II: Based on the extent of damage reported through the Initial Assessment, DHS will determine whether to ask CCR&R to gather more detailed damage information from child development home providers and DHS Child Care Consultants to gather more detailed damage information from child care centers and preschools through the Child Care Provider Assessment Following a Disaster form. Depending on the extent of the disaster, determine if the Disaster Behavioral Health Response Team may be able to assist with gathering data from child care facilities.</p>	<p>Update, as appropriate, provider information in NDS 2.0.</p> <p>Notify CCNC of providers with damages in the disaster area if assistance/resources are needed. If the CCNC is not available (vacancy, leave of absence or vacation), notify HCCI.</p> <p>As appropriate, share information about providers with damages in the disaster area with county emergency manager(s).</p> <p>Phase II: As requested by DHS, gather more detailed information from child development home providers and child care homes with a Child Care Assistance Agreement with damage using the Child Care Provider Assessment Following a Disaster form. Email completed forms to the program manager that oversees the state emergency plan and the child care regulatory manager.</p>	

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Iowa Code and IAC	<p>Determine whether Iowa Code or IAC related to child care regulatory or subsidy program requirements should be changed or exceptions granted. If appropriate, notify the SEOC to include this information in the Governor’s disaster emergency proclamation.</p> <p>Provide technical assistance to child care providers and families related to Iowa Code or IAC changes pursuant to the disaster. Notify DHS child care regulatory compliance and consultant staff, DHS centralized units, CCR&R and HCCI about changes in requirements.</p>	<p>On behalf of DHS, distribute information on temporary regulatory and/or subsidy changes to child care providers. Provide technical assistance to child care providers and families related to Iowa Code or IAC changes pursuant to the disaster.</p>	<p>Provide technical assistance to CCR&R and DHS related to public health federal or state policy; environmental hazards, communicable disease outbreaks and other resources.</p>
Emergency Contact List	<p>Use the Child Care Emergency Response Contact List to support ongoing response efforts. When there are staff changes, update the Contact List and distribute immediately.</p>	<p>Keep the updated Child Care Emergency Response Contact List accessible. When there are changes in staff on the Contact List, notify DHS immediately.</p>	<p>Keep the updated Child Care Emergency Response Contact List accessible. When there are changes in staff on the Contact List, notify DHS immediately.</p>
Provider Preparedness	<p>Disseminate information related to the disaster preparedness, response and recovery process to child care providers and families, as appropriate.</p>	<p>Disseminate information related to the disaster preparedness, response and recovery process to child care providers and families, as appropriate.</p>	<p>Disseminate information related to the disaster preparedness, response and recovery process to child care providers and families, as appropriate.</p>

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Represent Provider Needs	Represent the needs and concerns of child care providers and parents around emergency response and disaster impact on the child care infrastructure with HSEMD, ACF, FEMA and elected officials.	Represent the needs and concerns of child care providers and parents around emergency response and disaster impact on the child care infrastructure with county emergency managers, Child Care Aware of America and elected officials.	Through CCNCs, represent the needs and concerns of child care providers and parents around emergency response and disaster impact on the child care infrastructure with county boards of public health, county emergency managers, IDPH and elected officials.

Administration for Children and Families (ACF) Role:

- Provide support to the State of Iowa and DHS in the implementation of the Iowa Statewide Child Care Emergency Preparedness and Response Plan.
- Receive child care status information from the state and forward to other federal offices, as appropriate.

State Systems Network Role:

Provide support to DHS in the implementation of the Iowa Statewide Child Care Emergency Preparedness and Response Plan.

RECOVERY

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Plan Development & Maintenance	<p>Follow the Statewide Child Care Emergency Preparedness and Response Plan to support the recovery of the child care infrastructure.</p> <p>As needed, coordinate a debriefing with partners and update the plan to include lessons learned.</p>	<p>Participate in a debriefing to include lessons learned.</p>	<p>Participate in a debriefing to include lessons learned.</p>
Communication	<p>Continue to follow communication protocols established in the plan.</p>	<p>Continue to follow communication protocols established in the plan.</p>	<p>Continue to follow communication protocols established in the plan.</p>
Continuity of Operations Plans	<p>Restore DHS child care functions to pre-disruption levels of operation until the COOP/COG is no longer needed.</p>	<p>Bring operations back to pre-disruption levels until the COOP is no longer needed.</p>	
Designees for Joint Response	<p>Designated staff will continue to communicate with the SEOC on the resumption of the child care infrastructure.</p>	<p>Assist in the identification of provider, family and community needs related to child care. Share information with DHS point of contact.</p> <p>Advocate for resources needed to resume child care operations.</p>	<p>Assist in the identification of provider needs related to child care. Share information with DHS point of contact.</p> <p>Advocate for resources needed to resume child care operations.</p>

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
GIS Mapping	DHS can update the ‘Send to Mapquest’ field on the Provider Attribute Page in KT for providers that are temporarily closed. Updating this field will prevent the child care provider from displaying on the list of “active” providers.	Update NDS 2.0 for child care providers that are temporarily or permanently closed. Notify the DHS point of contact, HCCI/CCNC and the county emergency manager of child care providers that are temporarily or permanently closed.	
Initial Assessment	<p>Continue to share updated results from the Initial Assessment form (and the Child Care Assessment Following a Disaster form, if used) with stakeholders, including CCR&R, ECI, SCCAC, ACF and others as needed.</p> <p>As appropriate, provide updates on child care infrastructure impacts on WebEOC.</p> <p>If the disaster receives a Governor’s Disaster Emergency declaration and Individual Assistance Grants are made available, send information to CCR&R about the grants that may be available to home-based child care providers. (Note: These reimbursement grants are based on the family’s income.)</p> <p>If the disaster receives a Presidential disaster declaration, send CCR&R information about Public Assistance Grants that may be available to non-profit child care centers and Small Business Administration loans that may be available to providers.</p>	<p>Continue to share updated data from the Initial Assessment form (and the Child Care Assessment Following a Disaster form, if used) with the DHS point of contact, HCCI/CCNC and county emergency manager(s).</p> <p>As appropriate for child care providers that sustained damages in the disaster, distribute information about Individual Assistance Grants (state) and work with the county emergency manager(s) to distribute information about Public Assistance Grants (federal) and Small Business Administration loans.</p> <p>Provide feedback to DHS on use and possible revisions to the <i>Initial Assessment</i> form and the <i>Child Care Assessment Following a Disaster</i> form.</p> <p>As appropriate, share information about providers with damages in the disaster area with county emergency manager(s).</p>	<p>Continue to share updated data from the Initial Assessment form (and the Child Care Assessment Following a Disaster form, if used) with local MCAH agencies/local CCNCs as needed. Provide communications, guidance documents and reference materials related to public health federal or state policy; environmental hazards, communicable disease outbreaks and other resources.</p>

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Initial Assessment	Review the <i>Initial Assessment</i> form and the <i>Child Care Assessment Following a Disaster</i> form and revise as needed.		
Iowa Code and IAC	Review Iowa Code and IAC that was changed during the disaster. Determine if the changed regulations were appropriate and other possible regulations that may be appropriate to change to support the resumption of the child care infrastructure. Review the changes made and consult with the Region VII Office of Child Care to determine whether an amendment to Iowa’s CCDF Plan is necessary. If needed, submit an amendment.	Provide technical assistance to child care providers and families related to Iowa Code or IAC changes pursuant to the disaster.	Provide technical assistance to CCR&R and DHS related to public health federal or state policy; environmental hazards, communicable disease outbreaks and other resources.
Emergency Contact List	Maintain, update and distribute the Child Care Emergency Response Contact List on an annual basis. When there are staff changes, update the Contact List and distribute immediately.	Keep the updated Child Care Emergency Response Contact List accessible. When there are changes in staff on the Contact List, notify DHS immediately.	Keep the updated Child Care Emergency Response Contact List accessible. When there are changes in staff on the Contact List, notify DHS immediately.
Provider Preparedness	Continue to provide technical assistance and information on emergency preparedness resources available on the CCR&R website to child care providers. Review current resources available to child care providers and update as necessary. Identify additional resource needs.	Promote and/or provide training and technical assistance to child care providers and parents around emergency preparedness. Review and provide feedback to DHS about emergency preparedness resources, tools and templates for child care providers available on the CCR&R website.	Promote and/or provide training and technical assistance to child care providers and parents around emergency preparedness. Review and provide feedback to DHS and CCR&R about emergency preparedness resources, tools and templates for child care providers available on the CCR&R website.

	Department of Human Services (DHS)	Iowa Child Care Resource & Referral (CCR&R)	Iowa Department of Public Health – Healthy Child Care Iowa (HCCI)
Represent Provider Needs	Represent the needs and concerns of child care providers and parents around emergency preparedness with ECI, HSEMD, ACF, FEMA and elected officials.	Represent the needs and concerns of child care providers and parents around emergency preparedness with county emergency managers, Child Care Aware of America and elected officials.	Through CCNCs, represent the needs and concerns of child care providers and parents around emergency preparedness with county boards of public health, county emergency managers, IDPH and elected officials.

Administration for Children and Families (ACF) Role:

- Follow up with the State Child Care Administrator to receive a debrief of the event and identify opportunities to strengthen the state/federal partnership in the recovery of the child care infrastructure.
- Share information collected from the state and forward to other federal offices, as appropriate.
- Share potential disaster-related resources for families and child care providers with DHS to disseminate.

State Systems Network Role:

Share potential disaster-related resources for families and child care providers with DHS to disseminate.

PRIMARY AGENCY - DHS

STATE CHILD CARE ADMINISTRATOR

The State Child Care Administrator will:

- Consult with the DHS child care regulatory program manager to determine if DHS will ask CCR&R to contact child care facilities in the impacted area
- Direct either the program manager that oversees the state emergency plan or the child care regulatory manager to contact the CCR&R regional director in the impacted area to gather information from child care providers using the *Child Care Damage Initial Assessment* form (refer to [Appendix 6](#)) to:
 - Gather basic information about whether a facility is operational
 - Categorize providers into of the following categories:
 - Open
 - Temporarily closed, damaged or status unknown
 - Closed
 - Determine the amount of existing open child care slots in the facility
 - Project any child care gaps
- Determine whether to implement Phase II based on an analysis of provider data gathered through the *Child Care Damage Initial Assessment*. If appropriate, direct either the program manager that oversees the state emergency plan or the child care regulatory manager to contact the CCR&R regional director in the impacted area to gather more detailed information from child development home providers and child care homes with a Child Care Assistance Agreement using the *Child Care Provider Assessment Following a Disaster* form (refer to [Appendix 7](#)). Direct DHS Child Care Consultants to gather more detailed information from child care centers and preschools using the *Child Care Provider Assessment Following a Disaster* form.
- Determine in Phase II if the Disaster Behavioral Health Response Team may be able to assist with contacting child care facilities and completing the *Child Care Provider Assessment Following a Disaster* form, when appropriate
- Compile assessment data and share data with DHS leadership and stakeholders, including CCR&R, HCCI, HSEMD, SCCAC, ECI, ACF, and others as needed
- Work with the DHS Public Information Officer and CCR&R to provide disaster information on each entity's website and through CCR&R's Constant Contact
- Determine exceptions to administrative rule that DHS can initiate to provide a temporary solution for a facility to still provide child care
- Submit language, as appropriate, to HSEMD to include in the Governor's disaster emergency proclamation to temporary change Iowa Code

CHILD CARE COMPLIANCE AND CONSULTANT STAFF

Child care compliance and consultant staff will:

- Update KinderTrack (KT) for providers that are temporarily or permanently closed based on data gathered through the Initial Assessment
- Communicate and coordinate with CCR&R in the affected area
- Work with providers to determine:
 - If an inspection is needed to further determine whether damaged facilities can continue operating, must temporarily close, must reduce enrollment, or must relocate
 - If the provider did not have any damage and can the provider care for additional children based on the provider's licensed/registered capacity
 - If the provider needs additional child care staff to continue or expand operations
- Complete a pre-inspection visit within 72 hours of becoming aware of a child care facility that must relocate
 - Verify that the child care provider has children's files at the new location. In the event that files were destroyed in the disaster, contact the policy regulatory program manager.
 - Determine if there are any new persons "involved with child care" and contact the Central Office for a SING check. Expedite evaluation procedures, as necessary.
 - Obtain a written lease agreement from the temporary location owner permitting operation of the child care facility and days/times of operation permitted.
 - Limit temporary location to less than 30 days, circumstances permitting.
- Cancel the provider's license/registration on KT if the facility is permanently closed based on current operating procedures. The provider will receive a notice of the closure.

REGULATORY PROGRAM MANAGER

The regulatory program manager will:

- Consult with the state child care administrator to determine if DHS will ask CCR&R to contact child care facilities in the impacted area
- As directed, contact the CCR&R regional director in the impacted area to gather information from child care providers using the *Child Care Damage Initial Assessment*
- Notify the Centralized Child Care Assistance Payment and Registration Unit of providers impacted by the disaster, as needed
- Work with child care providers, DHS child care compliance and consultant staff and CCR&R to determine if there are child care capacity needs in the disaster area beyond operational facilities' licensed/registered capacity
- Identify exceptions to administrative rule that DHS can initiate to provide a temporary solution based on an assessment of the child care infrastructure in the disaster area and child care capacity needs
- Identify possible language to include in a Governor's disaster emergency proclamation to temporarily change Iowa Code in response to the disaster

CENTRALIZED CHILD CARE LICENSING UNIT

The Centralized Child Care Licensing Unit will:

- Make efforts to expedite applications for facilities that must relocate
- Make efforts to expedite licensing requests and approvals for new facility applications
- Assist with gathering more detailed damage assessment information from child care centers and preschools using the *Child Care Provider Assessment Following a Disaster* form if Initial Assessment Phase II is implemented

CENTRALIZED CHILD CARE ASSISTANCE PAYMENT AND REGISTRATION UNIT

The Centralized Child Care Assistance Payment and Registration Unit will:

- Make efforts to expedite applications for facilities that must relocate
- Make efforts to expedite registration requests and approvals for new facility applications

SUPPORT AGENCIES

CHILD CARE RESOURCE & REFERRAL

CCR&R will:

- As requested, assist DHS in assessing the operating status of child care centers and preschools, child development homes and child care homes with a Child Care Assistance Provider Agreement using the *Child Care Damage Initial Assessment* form
- As requested as part of Initial Assessment Phase II, assist DHS with gathering more detailed damage information from child development home providers and child care homes with a Child Care Assistance Agreement using the *Child Care Provider Assessment Following a Disaster* form
- Update NDS 2.0 if the facility is permanently closed to prevent the provider from displaying on referral lists and the online child care search portal
- On behalf of DHS, distribute information on temporary regulatory changes to child care providers
- Provide consultation services and distribute resources to child care providers

HEALTHY CHILD CARE IOWA AND CHILD CARE NURSE CONSULTANTS

HCCI will:

- Assist in the development of guidance documents related to communicable disease outbreaks or environmental hazards
- Provide consultation and distribute resources related to communicable disease outbreaks or environmental hazards

CCNCs will:

- Assist providers in identifying resources related to child care health and safety needs
- Provide health and safety consultation services

STATE FIRE MARSHAL

The State Fire Marshal will be responsible for:

- Conducting an inspection of facilities where a child care center or preschool plans to relocate to
- Inspecting facilities, as appropriate, that sustained damage and are planning to continue to provide care at the current location

TEMPORARY CHANGES TO REGULATIONS

Regulations that may be considered for change following a disaster:

- Ratio/capacity requirements
- Background check requirements (Refer to [Appendix 5](#))
- Own, rent or lease a single-family residence
- Professional development (pre-service requirements)
- Allow building inspectors to conduct building inspections in lieu of the fire marshal

CHILD CARE SUBSIDY CRITICAL ACTIVITIES

In the event of a disaster, DHS may implement regulation and statute changes related to the disaster as outlined in Appendix 4. Depending on the impact of the disaster, there may be a disruption of communication and support services. The delay in these functions will last until backup systems are running or communication and support services resume. Based on the DHS COOP/COG, system administrators anticipate that, in most cases, information technology systems will return to operating status within 72 hours after a disaster. This plan is not intended to address a more catastrophic scenario of a complete system and backup system failure.

System/information technology needed to continue functions:

- KinderTrack (KT) – Generate CCA review applications to families, generate notifications to providers and families of case actions (approval, cancel, change), collect data for staff to determine eligibility and issue notices, and process child attendance and make payments to providers
- KT connection with the IABC system (Iowa Automated Benefit Calculation) – Create state IDs
- KT connection with the I/3 system (state accounting system) – Release funds
- Direct deposit system and/or mail – Distribute payments to providers

STATE CHILD CARE ADMINISTRATOR

The DHS State Child Care Administrator will:

- Compile and share CCA data with DHS leadership and stakeholders, including CCR&R, HCCI, HSEMD, SCCAC, ECI, ACF, and others as needed
- Determine exceptions to administrative rule that DHS can initiate to provide a temporary solution for families to continue to receive CCA
- Determine exceptions to administrative rule that DHS can initiate to provide a temporary solution for child care providers caring for children on CCA
- Submit language, as appropriate, to HSEMD to include in the Governor’s disaster emergency proclamation to temporarily change an administrative rule
- Work with DHS Field Operations Division to determine whether to send staff to the Family Assistance Center to assist families in applying for CCA

CENTRALIZED CHILD CARE ASSISTANCE PAYMENT AND REGISTRATION UNIT

The Centralized Child Care Assistance Payment and Registration Unit will:

- Make efforts to expedite processing of Child Care Assistance Provider Agreements for facilities that must relocate as a result of the disaster, as necessary
- Make efforts to expedite processing of Child Care Assistance Provider Agreements for new facility applications in the disaster area and adjacent communities, as necessary

CENTRALIZED CHILD CARE ASSISTANCE ELIGIBILITY UNIT

The Centralized Child Care Assistance Payment and Registration Unit may:

- Extend certification periods that expire during the month the disaster occurs. The extension allows families living in the disaster area extra time to receive CCA (or allow extra time to submit the review application).

Note: Allow the certification period extension whether or not the family is participating in the previously approved eligibility activity. If the family is not working as a result of the disaster, the family may qualify for CCA under temporary lapse.

- Notify families who receive the extension and the family’s child care provider of continued subsidy eligibility.
- Accept applications with available documentation from families in the disaster area. If verification is not available, workers will advise the family that DHS will determine eligibility and authorize care based on verbal information. DHS will approve the family for a full 12-month certification period, but the family must provide actual verification within 90 days.

If the family does not provide the required verification within 90 days, the DHS Centralized Unit will end the certification period.

NOTE: Individual disaster assistance provided to families is not considered as countable income.

- At the request of the family, expedite a change to another provider with a current Child Care Assistance Provider Agreement if the family's current provider is non-operational or unable to provide care as a result of the disaster.
- Follow current procedures for reporting possible fraudulent activities/actions.

CHILD CARE COMPLIANCE AND CONSULTANT STAFF

DHS child care compliance and consultant staff will update KinderTrack (KT) for providers that are temporarily or permanently closed based data gathered through the *Child Care Damage Initial Assessment* form.

CHILD CARE SUBSIDY PROGRAM MANAGER

The child care subsidy program manager will:

- Identify exceptions to administrative rule that DHS can initiate to provide a temporary solution for families impacted by the disaster
- Identify possible language to include in a Governor's disaster emergency proclamation to temporarily change an administrative rule in response to the disaster

CHILD CARE RESOURCE & REFERRAL

On behalf of DHS, CCR&R will distribute information on temporary subsidy changes to child care providers

TEMPORARY CHANGES TO REGULATIONS

Regulations that may be considered for change following a disaster:

- Extending certification periods that expire during the month a disaster occurs
- Accepting applications with available documentation from families living in disaster areas
- Expediting requests to change to providers
- Expanding the maximum number of absent days a provider can claim for payment
- Paying the full amount of the approved provider payment rate, including the parental co-payment amount

CCA AND FAMILIES IN DISASTER AREAS

Possible scenarios and CCA action may include:

Family CCA Status	Work/School	CCA Action
Currently using CCA Certification period NOT expiring during the month of the disaster	Work place destroyed/damaged; cannot work	Continue under temporary lapse
	Work place not destroyed/damaged; working	Continue as is
Currently using CCA Certification period expiring during the month of the disaster	Work place destroyed/damaged; cannot work	Extend certification period
	Work place not destroyed damaged; working	Extend certification period
	Looking for work/could work but needs to clean up property and settle family	Extend certification period
New families applying for CCA	Working	Authorize CCA if child/ family meets eligibility criteria. Allow 90 days for family to provide verification.
	Looking for work/could work but needs to clean up property and settle family	Authorize CCA if child/family meets eligibility criteria. Assistance will be cancelled if not employed within 90 days.

CHAPTER 4: TEMPORARY, RESPITE AND EMERGENCY CHILD CARE

Child care may be needed in a variety of settings, post-disaster:

- Temporary shelter sites for children accompanied by parents or legal guardians
- Family Assistance Centers offering assistance to survivors
- Child care locations outside the disaster area, both center and home-based child care

DHS has no authority over temporary, respite and emergency child care based on Iowa law. However, in an emergency DHS can provide technical assistance to agencies that may be brought in to augment needed child care and, if necessary, can expedite helping them through the regulatory process.

CHILD CARE IN SHELTERS AND DISASTER RECOVERY CENTERS

- State law defines what is and is not considered child care in IAC 441-109(1). One type of care that does not meet the definition of child care is care provided on site to children of parents residing in an emergency, homeless, or domestic shelter.
- In a disaster, American Red Cross (ARC) may provide a mass care response, including temporary sheltering, mass feeding, water and emergency supplies. As needed, ARC allows 'respite' care in shelters where the parents are either on the premises or have given consent to another shelter member to look after their child. The Iowa Disaster Human Resource Council also has an ESF 6 & Functional Needs Committee that has a child care subcommittee.
- Non-profit voluntary organizations, such as, the Church of the Brethren's Children's Disaster Services, Save the Children or a local organization identified in the county's emergency plan may be asked to provide respite care for children in shelters. In this situation, a section of the shelter facility is designated for children only and supervised by volunteers who have had background checks. Parents must remain onsite, but are free to pursue essential recovery activities.

Critical points for communication:

- Relationships are essential for communication following a disaster. One of the critical outcomes of the preparedness phase is the establishment of relationships with partner agencies/organizations and within departments, including a regular distribution of the contact list.
- At least annually through existing correspondence with child care providers, share steps for reporting damages as a result of an emergency or disaster. In the information, provide a telephone number for child care providers to call to report damages.
- DHS is the official disseminator of state-level information about child care following a disaster. This includes information distributed via social media.
- Final recommendations for IAC changes in response to the disaster are made by DHS.
- Disseminated information, including revised child care rules and policies in response to the disaster, should flow from DHS to stakeholder agencies and organizations, especially CCR&R who can forward the information to providers and families, as appropriate.
- It is recognized that child care providers are one of the best sources of emergency-related information to families after a disaster.
- DHS is responsible for consolidating provider and family information for release to ACF, SEOC, etc. This information will be collected using the *Child Care Damage Initial Assessment* form through an online data collection tool. Note: If computer systems are down and the online collection tool is not available, damage assessment information will be collected through Assessment fillable form version. (refer to [Appendix 6](#)) At DHS's discretion, and/or at the request of the SEOC, DHS will add information about the child care infrastructure, such as: the disaster impact on DHS offices, impact to child care facilities, resources needed to resume services, anticipated date of a fully operational child care infrastructure post-disaster, or any other related information.
- After a disaster, the after-action report will include a review of the communication protocols to determine opportunities for improvement.

COMMUNICATION WITH FAMILIES UTILIZING CHILD CARE AND CHILD CARE PROVIDERS DURING A DISASTER

Issue	Department of Human Services	Child Care Resource and Referral
Status of child care providers and referrals to providers	Update KT; may issue press/web updates to the public about the status of child care providers in the impacted area	Update NDS 2.0 regarding the operating status of child care providers in the impacted area
Subsidy authorizations: New and continued	May issue press/web updates to the public and partner agencies about subsidy availability and/or changes in policies	As requested by DHS, provide information to families (using providers as the conduit) on updated policies and subsidy information
Emergency/temporary child care	May issue press/web updates to the public	Provide information to families about emergency and temporary child care resources
Communicable disease outbreak and environmental hazards	Receive information from IDPH – HCCI; post on web; disseminate information to DHS child care compliance and consultant staff, partner agencies and providers via email	Distribute health information to providers and families (using providers as the conduit) and the parent text messaging platform
Disaster assistance available to families and providers	Receive information from HSEMD, FEMA, other federal agencies and national organizations providing assistance; post information on the web; disseminate information to partner agencies and providers via email	Distribute disaster assistance information to providers and families (using providers as the conduit) and the parent text messaging platform
Mental health issues	Receive information from ACF and Substance Abuse and Mental Health Administration; post on web; disseminate information to partner agencies and providers via email; local authorities may request assistance from the Iowa Disaster Behavioral Health Response Team (DBHRT)	Distribute mental health information to providers and families (using providers as the conduit) and the parent text messaging platform
Reunification of children	Share information with partner agencies and providers related to the reunification of children and families. The information may be from the NCMEC, ARC, etc.	Distribute information about reunification of children and families to providers

CHAPTER 6: TRAINING AND EXERCISE, DOCUMENTATION MAINTENANCE, AND AFTER-ACTION REPORTS

TRAINING AND EXERCISE

It is helpful for DHS child care policy and management staff to be knowledgeable in the National Incident Management System (NIMS), which is used by emergency management to coordinate resources during an emergency. NIMS compliance requires the following FEMA Emergency Management Institute independent study (IS) courses. Access courses online at: <http://training.fema.gov/is>

- IS-100.c (Introduction to Incident Command System)
- IS-700.b (An Introduction to the National Incident Management System)
- IS-800.d (National Response Framework, An Introduction)

In addition, the following courses are encouraged for identified DHS staff, CCR&R staff, HCCI and CCNC staff who may be involved in a disaster response:

- IS-36.a: Preparedness for Child Care Providers
- IS-366.a: Planning for the Needs of Children in Disasters

To test and evaluate this plan, DHS management will conduct exercises so that the plan is understood and works as intended. DHS will develop a separate exercise plan and will include at least one annual exercise, testing understanding of roles and responsibilities.

DOCUMENT MAINTENANCE

DHS will designate appropriate staff to conduct a review of the plan on an annual basis and after a disaster, with vetting and input from parties involved with its implementation. The State Child Care Administrator or designee ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed. The State Child Care Administrator will establish a schedule for annual review and updating of the plan. An earlier revision to the plan may happen based on improvements identified during actual emergency situations, exercises or when changes in threat hazards, resources and capabilities or government structure happen.

AFTER-ACTION REPORTS AND LESSONS LEARNED

Within 30 days of the end of the response phase, the State Child Care Administrator may request an after-action report from child care policy staff and other partner agencies/organizations. The after-action report comprises both written and verbal input from all appropriate participants and is designed to capture best practices and areas for improvement. Where areas for improvement are identified, an individual, department or agency/organization is assigned responsibility for correcting the issue and the State Child Care Administrator shall establish a due date for that action.

APPENDIX 1: ACRONYMS

Acronym	Abbreviation for:
ACF	Administration for Children and Families (federal)
ACFS	Adult, Children and Families Services (state)
ARC	American Red Cross
CCA	Child Care Assistance
CCAoA	Child Care Aware of America
CCDBG	Child Care and Development Block Grant
CCDF	Child Care and Development Fund
CCNC	Child Care Nurse Consultant
CCR&R	Child Care Resource and Referral
COOP	Continuity of Operations Plan
COG	Continuity of Governance
CRIS	Childcare Regulatory Information System
DBHRT	Disaster Behavioral Health Response Team
DE	Department of Education (Iowa)
DHS	Department of Human Services (Iowa)
ECI	Early Childhood Iowa
ESF	Emergency Support Functions
FEMA	Federal Emergency Management Agency
HCCI	Healthy Child Care Iowa
HSEMD	Homeland Security and Emergency Management Department
I/3	State Accounting System. I/3 is the data system the Iowa Department of Revenue uses to issue payments (i.e., warrants and direct deposit) to individuals and businesses.
IABC	Iowa Automated Benefit Calculation. A DHS data system used to determine eligibility for Food Assistance (SNAP), FIP and some Medicaid services. IABC also generates State IDs for individuals that receive a services/funding from a public assistance benefit program.
IAC	Iowa Administrative Code
IDHRC	Iowa Disaster Human Resource Council. This council serves as Iowa's Voluntary Organizations Active in Disasters or VOAD.
IDPH	Iowa Department of Public Health
IEMA	Iowa Emergency Management Association
IMAC	Iowa Mutual Aid Compact. This is an agreement among the 99 counties in Iowa which allows a county to request additional resources from another to meet the need. Iowa Code section 29C.22

Acronym	Abbreviation for:
KT	KinderTrack. KinderTrack is the data system that DHS uses to gather and store information about CCA families; calculate family copayment fee levels; generate notices, reviews and attendance sheets; provides families with the ability to apply online for CCA benefits and view their case status; allows people to search for child care providers willing to accept CCA payments; and allows child care providers to apply online to become a CCA provider, view the CCA families the provider is authorized to bill for, enter CCA attendance and submit requests for payment online.
NCMEC	National Center for Missing & Exploited Children
NDS 2.0	National Data System 2.0. NDS 2.0 is cloud-based software CCR&R uses for online provider services, an online child care search portal, training tracking, and technical assistance management.
OCC	Office of Child Care (federal)
IQ4K	Iowa Quality for Kids. A voluntary child care quality rating and improvement system in Iowa for child care centers and preschools and child development homes.
SCCAC	State Child Care Advisory Committee
SEOC	State Emergency Operations Center

APPENDIX 2: LEGAL AUTHORITIES

FEDERAL

- Child Care and Development Block Grant Act (CCDBG) of 2014 (Public Law No. 113-186) (enacted 11/19/14)
- 45 CFR, Parts 98 and 99, Child Care and Development Fund Final Rule (published 9/30/16)

STATE

Code of Iowa

Iowa Code section 29C.6 Proclamation of disaster emergency by governor

Iowa Code chapter 237A Child Care Facilities

- 237A.1 Definitions
- 237A.2 Licensing of child care centers
- 237A.3 Child care homes
- 237A.3A Child development homes
- 237A.4 Inspection and evaluation
- 237A.5 Personnel
- 237A.8 Violations – actions against license or registration
- 237A.12 Rules
- 237A.13 State child care assistance
- 237A.19 Penalty
- 237A.20 Injunction
- 237A.29 Public funding of child care – sanctions

Iowa Administrative Rules

Agency 441 Human Services Department

- Chapter 109 Child Care Centers
- Chapter 110 Child Development Homes
- Chapter 120 Child Care Homes
- Chapter 170 Child Care Services

APPENDIX 3: CHILD CARE EMERGENCY CONTACT LIST

The State Child Care Administrator will maintain a child care emergency contact list that includes email and work phone and cell phone numbers, as appropriate, for the following positions:

Department of Human Services:

- State Child Care Administrator
- Child Care Regulatory Program Manager
- Child Care Subsidy Program Manager
- Division of Adult, Children and Family Services Division Administrator
- Centralized Service Area Manager
- Child Care Assistance, Eligibility, Registration and Payment Bureau Chief
- Child Care Registration and Payment Supervisor
- Child Care Assistance Eligibility Supervisor
- Child Care Licensing Bureau Chief
- Child Care Service Help Desk Social Worker
- COOP/COG Liaison
- SEOC Liaison

Iowa Department of Public Health – Healthy Child Care Iowa

- Coordinator
- Professional Development Coordinator
- Health and Safety Analyst

Homeland Security and Emergency Management Department

- Operations Division Administrator

Iowa Child Care Resource and Referral

- Region 1 Director & Alternate Contact
- Region 2 Director & Alternate Contact
- Region 3 Director & Alternate Contact
- Region 4 Director & Alternate Contact
- Region 5 Director & Alternate Contact

Administration for Children and Families

- Region VII Office of Child Care Program Manager
- Region VII Emergency Management Officer

State Systems Network

- Region VII State Systems Specialist

Child Care Aware of America

- Emergency Child Care & Technical Assistance Center Specialist

APPENDIX 4: OPTIONS TO CHANGE IOWA CODE OR IAC IN THE EVENT OF A DISASTER

EXCEPTION TO RULE

- An exception to rule allows DHS to adapt a rule for a specific purpose, child or family situation. It is time limited and may not exceed the specific time period allowed by DHS.
- An exception to rule request must be provided in writing or electronically and follow DHS's procedures for submitting an exception to rule. The DHS director either approves or denies the request.
- For emergency or disaster purposes, an exception to rule can be initiated to provide a temporary solution so a facility can still provide child care, or families can continue to receive child care subsidies. It assumes that the emergency or disaster has impacted the normal processes for the provider and/or child care staff that monitor facilities or approve child care subsidies.

GOVERNOR'S PROCLAMATION OF DISASTER EMERGENCY

Under state statute, the Governor may proclaim a disaster emergency when public disorder, disaster, emergency or riot exists in the state that affects life, health, property or public peace. Typically, such proclamation follows the declaration of emergency by one or more county jurisdictions.

The Governor's proclamation is one method state agencies have to revise state statute or rules during emergencies. Typically, the proclamation is drafted by HSEMD for the Governor; state agencies communicate their requests for statutory or rule modifications to HSEMD for inclusion in the proclamation. The proclamation may also include:

- A brief description of the factual basis for the Governor's proclamation
- The geographic area affected by the emergency
- The beginning date and ending date of the proclamation
- Specific instructions to state agencies

Examples of governor's disaster proclamations may be found at <https://homelandsecurity.iowa.gov/disasters/>

APPENDIX 5: DHS LICENSING BACKGROUND CHECK

Persons employed or residing in a licensed child care center, child development home or non-registered child care home with a Child Care Assistance Provider Agreement must complete required background checks.

The background check includes:

- FBI fingerprint check
- Criminal records check
- Sex offender registry check
- Child and dependent abuse records check

APPEXDIX 6A: CHILD CARE DAMAGE INITIAL ASSESSMENT (ONLINE COLLECTION TOOL)

Contact Information

* 1. Please share the following contact information.

Name of Program	<input type="text"/>
Contact Person	<input type="text"/>
Director or Owner's Name (if not contact person)	<input type="text"/>
DHS Provider Number	<input type="text"/>
Email Address	<input type="text"/>
Phone-Landline	<input type="text"/>
Phone-Cell	<input type="text"/>
Facility Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>

* 2. Child care facility is located in the following county:

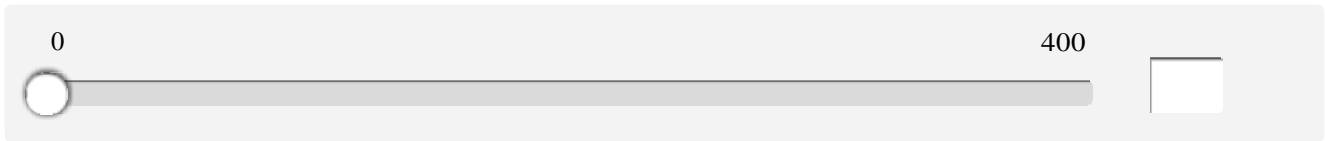
Facility Information

* 3. Type of Child Care Facility

- Child Care Center
- Child Development Home
- Non-Registered Child Care Home
- Other (please specify)

4. Facility Child Capacity

0 400



5. Age Range of Children in Care (e.g., 6 weeks-12 years)

Operation/Program

* 6. Was the facility affected by the disaster?

- Yes
 No

7. What was the nature of the disaster? *Please check all that apply.*

- Flood
 Fire
 Wind/Wind Driven Rain
 Tornado
 Other (please specify)

8. Date of Disaster

Date

9. How was your facility affected by the disaster?

Injuries

* 10. During the disaster, were children or staff injured at your child care facility?

Yes

No

Injury Comments

11. Comments to how children and/or staff were injured at your facility during the disaster. Note: Serious injuries must be reported to the Department of Human Services within 24 hours of the incident.

* 12. Can you continue to provide care? Select **YES** if you can continue to provide care at your current location or if you are relocating your child care facility based on the disaster.

Yes

No

* 13. Is your facility relocating?

Yes

No

14. Where is your facility relocating to (please include address)?

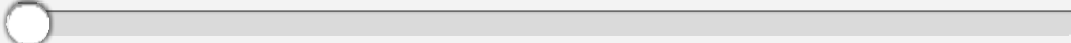
* 15. Do you have any openings to accept new children within your licensed/registered capacity?

Yes

No

16. How many additional children is the facility able to serve?

0 100

A horizontal slider bar with a circular handle on the left and a rectangular input box on the right. The bar is currently at the 0 position.

17. Are you willing to accept children who are on the Child Care Assistance Program?

Yes

No

Staff Needed

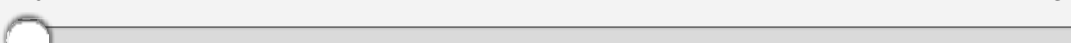
* 18. Do you need more staff in order to continue operations?

Yes

No

19. How many more staff do you need in order to continue operations?

0 25

A horizontal slider bar with a circular handle on the left and a rectangular input box on the right. The bar is currently at the 0 position.

* 20. The reason you cannot continue to provide child care is because:

* 21. Do you expect to reopen?

Yes

No

22. When is the anticipated reopen date?

Date

MM/DD/YYYY

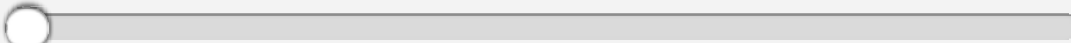
* 23. Do you have staff who are willing to work in another facility?

Yes

No

24. How many staff are willing to work in another facility?

0 25



**Thank you for taking this
survey.**

The Emergency Preparedness and Response Planning Guide for Child Care has information and resources related to the recovery phase after a disaster. The guide can be found on the CCR&R website (iowaccrr.org).

Please contact Child Care Resource & Referral (CCR&R) or your CCR&R Child Care Consultant if you have questions or need further assistance.

APPEXDIX 6B: CHILD CARE DAMAGE INITIAL ASSESSMENT (FILLABLE FORM)

CONTACT INFORMATION			
Date:	Time:	Name of Staff Member:	Communication Type (check one) <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/> Closed
Attempts to contact (dates):			
FACILITY INFORMATION			
Provider Name:		DHS Provider #:	County:
Doing Business As:		Email Address:	
Facility Type:		Telephone No:	Child Capacity:
Facility Address:		City:	State: ZIP Code:
Primary Contact Person:			Age Range of Children in Care: From: To:
INCIDENT DETAILS			
Name & Title of Person Contacted:		Date of Disaster:	Nature of Disaster:
FACILITY STATUS			
Was the facility affected? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how? If yes, is your facility relocating? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where:		
Can you continue to provide care? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, do you have any openings to accept new children within your licensed/registered capacity?		If yes, how many?
If no, the reason you cannot continue to provide child care is because:			
If no, you cannot currently provide care, but expect to reopen.		Estimated date to reopen:	
Do you have staff who are willing to work in another facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?			
Do you need more staff in order to continue operations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?			
Are you willing to accept children who are on the Child Care Assistance Program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
During the disaster, were children or staff injured at your child care facility?			
Additional Comments: (e.g., What is your biggest need?)			
<input type="checkbox"/> Facility not affected <input type="checkbox"/> Open	<input type="checkbox"/> Temporarily closed <input type="checkbox"/> Uncertain status <input type="checkbox"/> Minor damage		<input type="checkbox"/> Permanently closed

APPEXDIX 7: CHILD CARE PROVIDER ASSESSMENT FOLLOWING A DISASTER

Name/Title of Person Completing Assessment	Brief Description of Incident/Disaster

Name of Program & Contact Person	DHS Provider Number	Address
		Street: _____ _____ _____ City: _____ County: _____ ZIP: _____

Director or Owner's Name (if not contact person)	Phone (landline and cell)	Email	Fax

Child/Employee Status at the Time of the Disaster:						
	# Enrolled/ Employed	# Present	# Injured	# Missing	# Released to Parents/ Authorized Person	Other
Children						
Staff						
Others						

Type of Child Care Program	
<input type="checkbox"/> Child Care Center <input type="checkbox"/> Child Development Home <input type="checkbox"/> Non-Registered Child Care Home Check all that apply to your program: <input type="checkbox"/> State Funded <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private For-Profit <input type="checkbox"/> Military Program <input type="checkbox"/> Head Start/Early Head Start <input type="checkbox"/> Public Non-Profit <input type="checkbox"/> Public For-Profit <input type="checkbox"/> Accredited Program <input type="checkbox"/> Participate in Child Care Assistance (CCA) Program <input type="checkbox"/> Participate in Food Program (CACFP)	
Number of children served pre-disaster: _____ Infants _____ Toddlers _____ Preschoolers _____ School-age	Current number of children served post-disaster: _____ Infants _____ Toddlers _____ Preschoolers _____ School-age

Operation/Program

Is the facility open? Yes No

If yes, what are the hours of operation? _____ AM/PM -- _____ AM/PM

If no, what are the reasons? Structural damage No electricity No water
 Flooding Staff shortage Other _____

If no, what are the factors that most impact your ability to re-open?

- Return of electricity Return of water Return of staff
- Repair of structural damage
- Financial assistance to replace lost or damaged materials in the facility
- Families not returning to impacted area or not returning children to care
- Other _____

If no, when is the anticipated re-open date and hours of operation?

Date: _____ AM/PM -- _____ AM/PM

If you are currently temporarily closed, are you and/or your staff interested in working in other child care facilities for a limited time? Yes No

If your facility is open, do you have the capacity to serve additional children? (If you are not currently at capacity.)

Yes No If yes, how many? _____

Number of employees pre-disaster: _____

Current number of employees (at the time of this assessment): _____

Number of employees planning to return to work post-disaster: _____

Damages

What is your assessment of the damage to your child care program?

- Completely destroyed Partially destroyed Little or no evidence of damage

Is street access available? Yes No

What repairs, supplies or materials are needed immediately to continue or resume caring for children?

Is the building... Owned Rented

Source of Damage (Check all that apply)		
<input type="checkbox"/> Flood <input type="checkbox"/> Fire <input type="checkbox"/> Wind/wind driven rain <input type="checkbox"/> Tornado <input type="checkbox"/> Other _____		
Estimates of Damages		
Repairs	Contents	Total
\$	\$	\$

Type of Insurance
<input type="checkbox"/> Property <input type="checkbox"/> Tornado <input type="checkbox"/> Flood (structure) <input type="checkbox"/> Flood (contents) <input type="checkbox"/> Fire <input type="checkbox"/> None
What approximate payment is expected from the insurer? _____
Is the building/home insured to cover the cost of repairs? <input type="checkbox"/> Yes <input type="checkbox"/> No

Utility
Is telephone access available at your facility? <input type="checkbox"/> Landline <input type="checkbox"/> Cell <input type="checkbox"/> Both <input type="checkbox"/> Neither
Is there electricity available at your facility? <input type="checkbox"/> Generator-based <input type="checkbox"/> Normal <input type="checkbox"/> None
Is there water available at your facility? <input type="checkbox"/> Normal service <input type="checkbox"/> Bottled <input type="checkbox"/> None

Disaster Applications
Have you completed/submitted a disaster application with FEMA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed/submitted a disaster application with the Small Business Association? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed/submitted a disaster application with other agencies (please specify) <input type="checkbox"/> Yes <input type="checkbox"/> No

Return the completed form to your Child Care Resource & Referral consultant.

Adapted from the Child Care Initial Rapid Damage Assessment Tool developed by the Texas Department of Family and Protective Services & Collaborative of Children

APPENDIX 8: RESOURCES

EMERGENCY PREPAREDNESS

- American Red Cross, <http://www.redcross.org/prepare/disaster-safety-library>
- Federal Emergency Management Agency (FEMA), <https://www.fema.gov/children-and-disasters> and <https://www.ready.gov/>
- Iowa County Emergency Management Coordinators, <https://homelandsecurity.iowa.gov/county-EM/>
- Iowa Homeland Security and Emergency Management, <https://homelandsecurity.iowa.gov/alert-iowa/>
- Iowa State University Extension and Outreach, <https://www.extension.iastate.edu/disasterrecovery/>

CHILD CARE PROVIDERS

- Child Care Aware, <http://usa.childcareaware.org/advocacy-public-policy/crisis-and-disaster-resources/>
- Child Care Resource and Referral, <https://iowaccrr.org/training/EP/>
- Department of Human Services, <http://dhs.iowa.gov/> <http://ccmis.dhs.state.ia.us/providerportal/>
- Emergency Preparedness, U.S. Small Business Administration, <http://www.sba.gov/prepare>
- Healthy Child Care Iowa, www.idph.iowa.gov/hcci
- Preparedness Planning for Your Business, Ready.gov, <http://ready.gov/business>
- Ready Rating Resource Center offers forms and materials to help in emergency planning. <http://www.readyrating.org/Resource-Center/agenttype/viewtype/resourcetypeid/2/type1/plan>

NON-GOVERNMENTAL ORGANIZATIONS SUPPORTING CHILDREN IN DISASTERS

- American Red Cross, <http://www.redcross.org/prepare/disaster-safety-library>
- Church of the Brethren Children Disaster Services, www.brethren.org/bdm/
- Iowa Disaster Human Resource Council, [Home | The IDHRC \(iavoad.org\)](http://www.iavoad.org)
- Save the Children, www.savethechildren.org

ENVIRONMENTAL HEALTH AND CHILD CARE

- Center for Disease Control and Prevention, <https://www.cdc.gov/childrenindisasters/index.html>
- Environmental Protection Agency, <https://www.epa.gov/childcare>
- Iowa Department of Public Health Environmental Health Response Team, [Preparedness - Public Health Response Teams \(iowa.gov\)](http://www.idph.gov/preparedness-public-health-response-teams)

CHILDREN'S MENTAL HEALTH AND DISASTERS

- Camp Noah. <https://www.lssmn.org/campnoah/>
- Coping with Disasters, Violence, and Tragedies. National Association for the Education of Young Children. [Coping with Disasters | NAEYC](#)
- Greenman, J. (2005). "What Happened to MY World: Helping Children Cope with Natural Disaster and Catastrophe." [What-Happened-To-MY-World-2020.ashx \(brighthorizons.com\)](#)
- Helping Children Cope with Traumatic Events. Child Care Aware of America. <https://www.childcareaware.org/our-issues/crisis-and-disaster-resources/tools-publications-and-resources/helping-children-understand-and-cope-with-disasters/>
- National Mental Health Information Center. <https://www.samhsa.gov/disaster-preparedness>
- National Child Traumatic Stress Network. <http://www.nctsn.org/trauma-types/natural-disasters>
- Sesame Street in Communities. <https://www.sesamestreet.org/toolkits/emergencies>

OFFICE OF HUMAN SERVICES EMERGENCY PREPAREDNESS AND RESPONSE (OHSEPR) RESOURCES

<https://www.acf.hhs.gov/ohsepr>

- Early childhood related resources. <https://www.acf.hhs.gov/ohsepr/early-childhood>

APPENDIX 9: FEDERAL GUIDANCE EMERGENCY PREPAREDNESS AND RESPONSE FOR CHILD CARE SERVICES

Title	Subject
CCDF-ACF-IM-2017-01	<p>Guidance to state, territorial, and tribal Lead Agencies to assist with development and implementation of the Statewide Disaster Plan (or Disaster Plan for a Tribe’s service area) for child care</p> <p>CCDF-ACF-IM-2017-01, Child Care and Development Fund (CCDF), Statewide Disaster Plan, Emergency Preparedness, Response and Recovery for Child Care (hhs.gov)</p>
CCDF-ACF-IM-2017-02	<p>Guidance to state, territorial, and tribal Child Care and Development Fund (CCDF) Lead Agencies regarding the flexibility in spending CCDF funds in response to federal or state declared emergency situations</p> <p>CCDF-ACF-IM-2017-02 - Child Care and Development Fund (CCDF), Flexibility in Spending CCDF Funds in Response to Federal or State Declared Emergency Situations (hhs.gov)</p>
CCDF-ACF-IM-2010-01	<p>FEMA Disaster Assistance Fact Sheet 9580.107 – Public Assistance to Child Care Services</p> <p>Information Memorandum CCDF-ACF-IM-2010-01: Transmittal of Federal Emergency Management Agency (FEMA) Disaster Assistance Fact Sheet 9580.107 – Public Assistance for Child Care Services. (hhs.gov)</p>
FEMA Recovery Policy 9461.1	<p>Disaster Assistance for Child Care, released January 17, 2014</p> <p>Recovery Policy 9461 1 Disaster Assistance for Child Care (fema.gov)</p>

APPENDIX 10: EMERGENCY SUPPORT FUNCTIONS

NATIONAL RESPONSE FRAMEWORK EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES

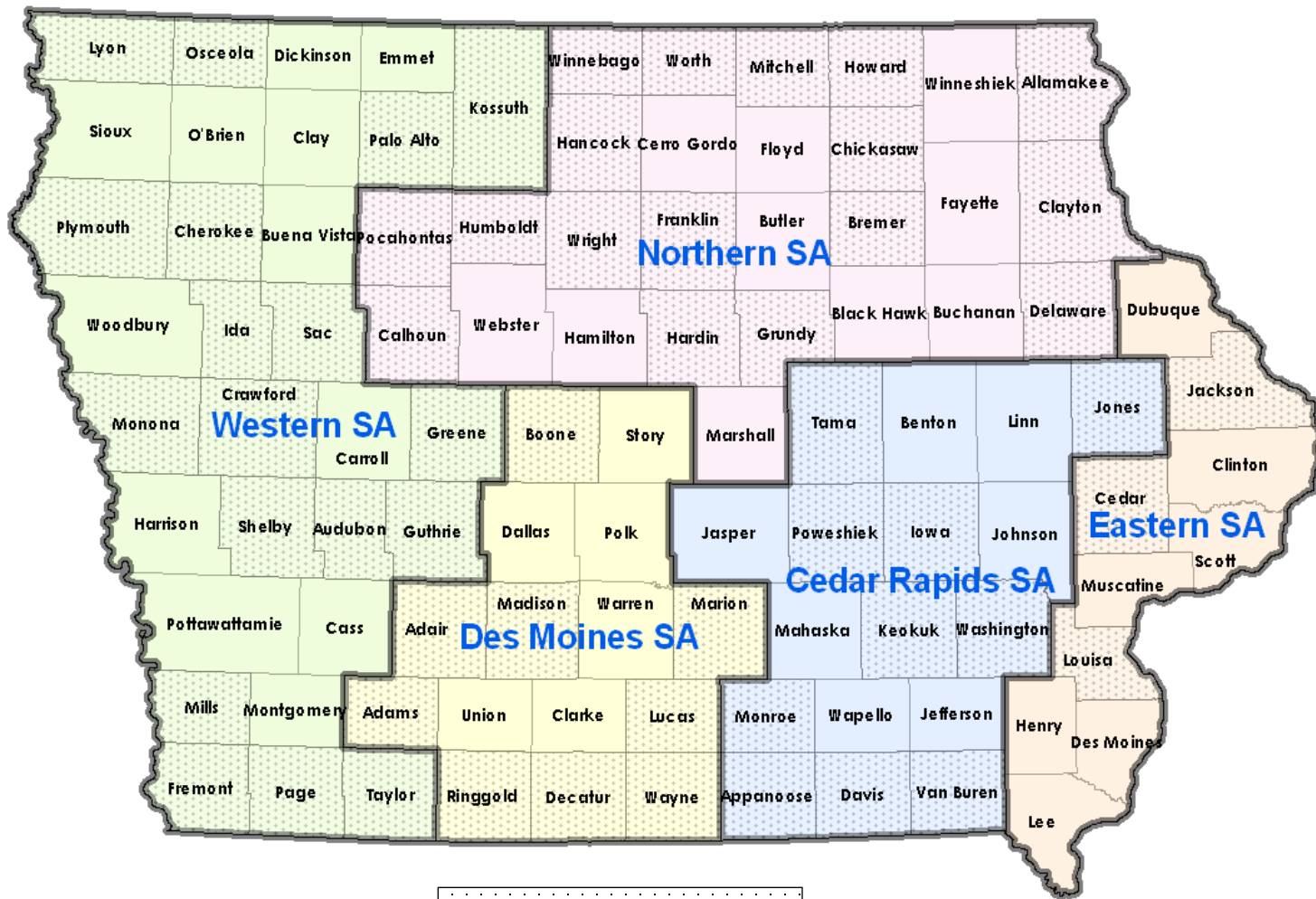
- ESF 1 Transportation
- ESF 2 Communications
- ESF 3 Public Works and Engineering
- ESF 4 Firefighting
- ESF 5 Information and Planning
- ESF 6 Mass Care, Emergency Assistance, Temporary Housing and Human Services
- ESF 7 Logistics
- ESF 8 Public Health and Medical Services
- ESF 9 Search and Rescue
- ESF 10 Oil and Hazardous Materials
- ESF 11 Agriculture and Natural Resources
- ESF 12 Energy
- ESF 13 Public Safety and Security
- ESF 14 Superseded by the National Disaster Recovery Framework [formerly Long-Term Community Recovery]
- ESF 15 External Affairs

THE STATE OF IOWA EMERGENCY SUPPORT FUNCTIONS AS DEFINED IN THE IOWA EMERGENCY RESPONSE PLAN

- ESF 1 Transportation
- ESF 2 Communications
- ESF 3 Public Works and Engineering
- ESF 4 Firefighting
- ESF 5 Information and Planning
- ESF 6 Mass Care, Emergency Assistance, Temporary Housing and Human Services
- ESF 7 Logistics Management and Resource Support
- ESF 8 Public Health and Medical Services
- ESF 9 Search and Rescue
- ESF 10 Oil and Hazardous Materials
- ESF 11 Agriculture and Natural Resources
- ESF 12 Energy
- ESF 13 Public Safety and Security
- ESF 14 Superseded by the National Disaster Recovery Framework [formerly Long-Term Community Recovery]
- ESF 15 External Affairs and Standard Operating Procedures

APPENDIX 11: DHS OFFICES

<p>Centralized Child Care Assistance Payment and Registration Unit</p> <p>Human Services River Place Office 2309 Euclid Ave Des Moines, IA 50310-5703 Phone: (866) 448-4605 Fax: (515) 564-4032</p>	<p>Centralized Child Care Assistance Eligibility Unit</p> <p>Human Services River Place Office 2309 Euclid Ave Des Moines, IA 50310-5703 Phone: (866) 448-4605 Fax: (515) 564-4032</p>
<p>Area 1: Western Service Area</p> <p>Phone: (712) 328-5661 417 E. Kaneshville Blvd. Council Bluffs, IA 51503</p> <p>Counties Served: Audubon, Buena Vista, Carroll, Cass, Cherokee, Clay, Crawford, Dickinson, Emmet, Fremont, Greene, Guthrie, Harrison, Ida, Kossuth, Lyon, Mills, Monona, Montgomery, O'Brien, Osceola, Page, Palo Alto, Plymouth, Pottawattamie, Sac, Shelby, Sioux, Taylor and Woodbury</p>	<p>Area 2: Northern Service Area</p> <p>Phone: (319) 291-2441 1407 Independence Ave. Waterloo, IA 50703</p> <p>Counties Served: Allamakee, Black Hawk, Bremer, Buchanan, Butler, Calhoun, Cerro Gordo, Chickasaw, Clayton, Delaware, Fayette, Floyd, Franklin, Grundy, Hamilton, Hancock, Hardin, Howard, Humboldt, Marshall, Mitchell, Pocahontas, Webster, Winnebago, Winneshiek, Worth and Wright</p>
<p>Area 3: Eastern Service Area</p> <p>Phone: (563) 326-8794 600 West 4th St., 3rd Fl Davenport, IA 52801</p> <p>Counties Served: Cedar, Clinton, Des Moines, Dubuque, Henry, Jackson, North Lee, Louisa, Muscatine and Scott</p>	<p>Area 4: Cedar Rapids Service Area</p> <p>Phone: (319) 892-6800 411 3rd St., SE, Suite 300 Cedar Rapids, IA 52401</p> <p>Counties Served: Appanoose, Benton, Davis, Iowa, Jasper, Jefferson, Johnson, Jones, Keokuk, Linn, Mahaska, Monroe, Poweshiek, Tama, Van Buren, Wapello and Washington</p>
<p>Area 5: Des Moines Service Area</p> <p>Phone: (515) 725-2600 2309 Euclid Ave. Des Moines, IA 50310</p> <p>Counties Served: Adair, Adams, Boone, Clarke, Dallas, Decatur, Lucas, Madison, Marion, Polk, Ringgold, Story, Union, Warren and Wayne</p>	<p>Centralized Child Care Center Licensing Unit</p> <p>525 SW 5th St, STE A Des Moines, IA 50309 Phone: (515) 281-6832 Fax: (515) 564-4114</p>



57 Less than fulltime offices

APPENDIX 12: DHS CHILD CARE COMPLIANCE STAFF (CHILD DEVELOPMENT HOMES AND CHILD CARE HOMES W/CCA AGMT)

Western Service Area:

Anne Matthai– SWS 712-328-4799
amattha@dhs.state.ia.us

Carroll, Cass, Fremont, Greene, Guthrie, Mills, Montgomery, Page, Pottawattamie and Taylor –

Stacy Burris, 712-435-0576
sburris@dhs.state.ia.us

Emmet, Kossuth, and Palo Alto– Kori Huberty 712-362-7237 Ext. 6509
khubert@dhs.state.ia.us

Buena Vista, Cherokee, Clay, Dickinson, Ida, Lyon, Osceola, O’Brien, Plymouth, Sac, Sioux, and Woodbury – Dave Jaehrling
 712-749-2536, Ext. 106
djaehrl@dhs.state.ia.us

Audubon, Crawford, Harrison, Monona, Shelby, and Woodbury – Lisa Wrich 712-644-2460
lwrich@dhs.state.ia.us

Des Moines Service Area:

Sheila Aunspach – SWS 515-218-3690
saunspa@dhs.state.ia.us

Adair, Adams, Boone, Dallas, Madison, Polk (A-Ba), and Story – Earl Crow 515-291-0008
ecrow@dhs.state.ia.us

Polk (M-Z) – Ellen Abbott 515-339-8262
eabbott@dhs.state.ia.us

Clarke, Decatur, Lucas, Marion, Ringgold, Polk (Bb-C), Union, Warren, and Wayne – Megan Moore 641-414-3651
mmoore1@dhs.state.ia.us

Polk (D, F-L) – Jake Aringdale 515-601-9469
jaringd@dhs.state.ia.us

Polk (Spanish, E) Cecilia Martinez 515-689-2003
cmartin2@dhs.state.ia.us

Cedar Rapids Service Area:

Kimberly Hahn – SWS 319-892-6749
khahn@dhs.state.ia.us

Jasper, Jefferson, Keokuk, Mahaska, Poweshiek, and Washington—Holly Bailey 319-688-5736
hbailey@dhs.state.ia.us

Linn – Cheryl Systma-Sellner 319-892-6803
csytma@dhs.state.ia.us; Katie Patterson 319-892-6821
kpatter@dhs.state.ia.us

Appanoose, Davis, Monroe, Wapello, and Van Buren – Nikki Claywell 641-660-5537
nclaywe@dhs.state.ia.us

Benton, Iowa, Johnson, Jones, and Tama — Jami Stevens 319-892-6857
jstevens@dhs.state.ia.us

Eastern Service Area:

Machelle Pezley – SWS 319-524-1052
mpezley@dhs.state.ia.us

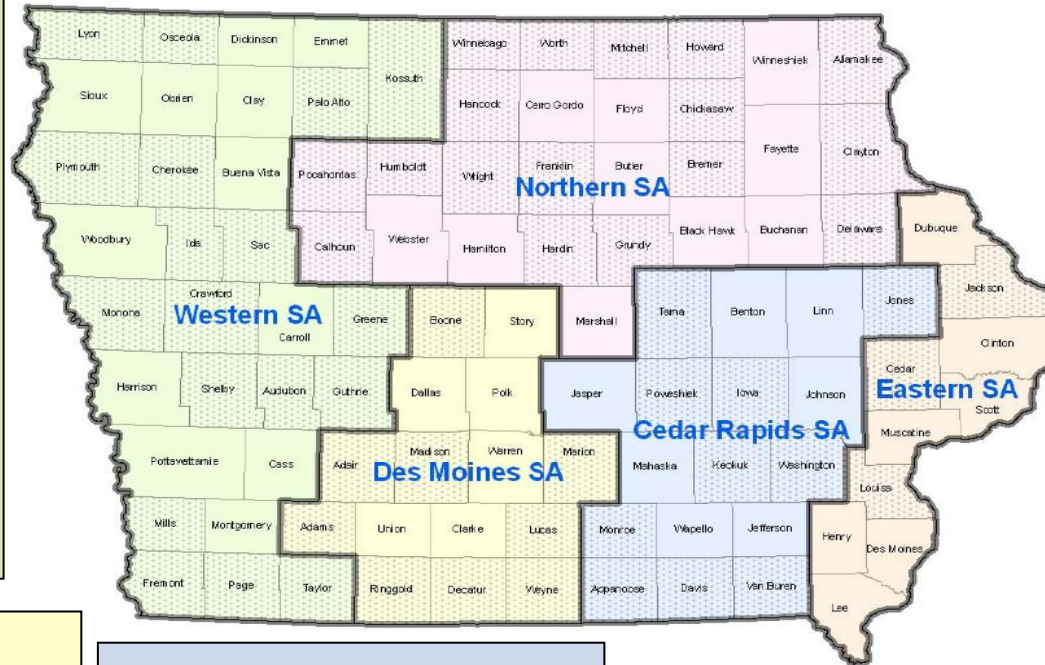
Cedar and Scott (M-Z) – Kathy Huinker 563-326-8215
khuinke@dhs.state.ia.us

Scott (A-L) – Donna Anderson 563-326-8794
Danders4@dhs.state.ia.us

Louisa, Henry, Des Moines, Lee, and Muscatine – Chad Reckling 319-208-5521
creckli@dhs.state.ia.us

Jackson, Clinton, and Dubuque– Glenda Currier 563-557-8251
GCURRIE@dhs.state.ia.us

January 2022



Northern Service Area:

Tracy Wynn – SWS 641-421-1262
twynn@dhs.state.ia.us

Allamakee, Black Hawk (A-I), Buchanan, Bremer, Chickasaw, Clayton, Delaware, Fayette, and Winneshiek – Toni Brown 319-292-2419
tbrown@dhs.state.ia.us

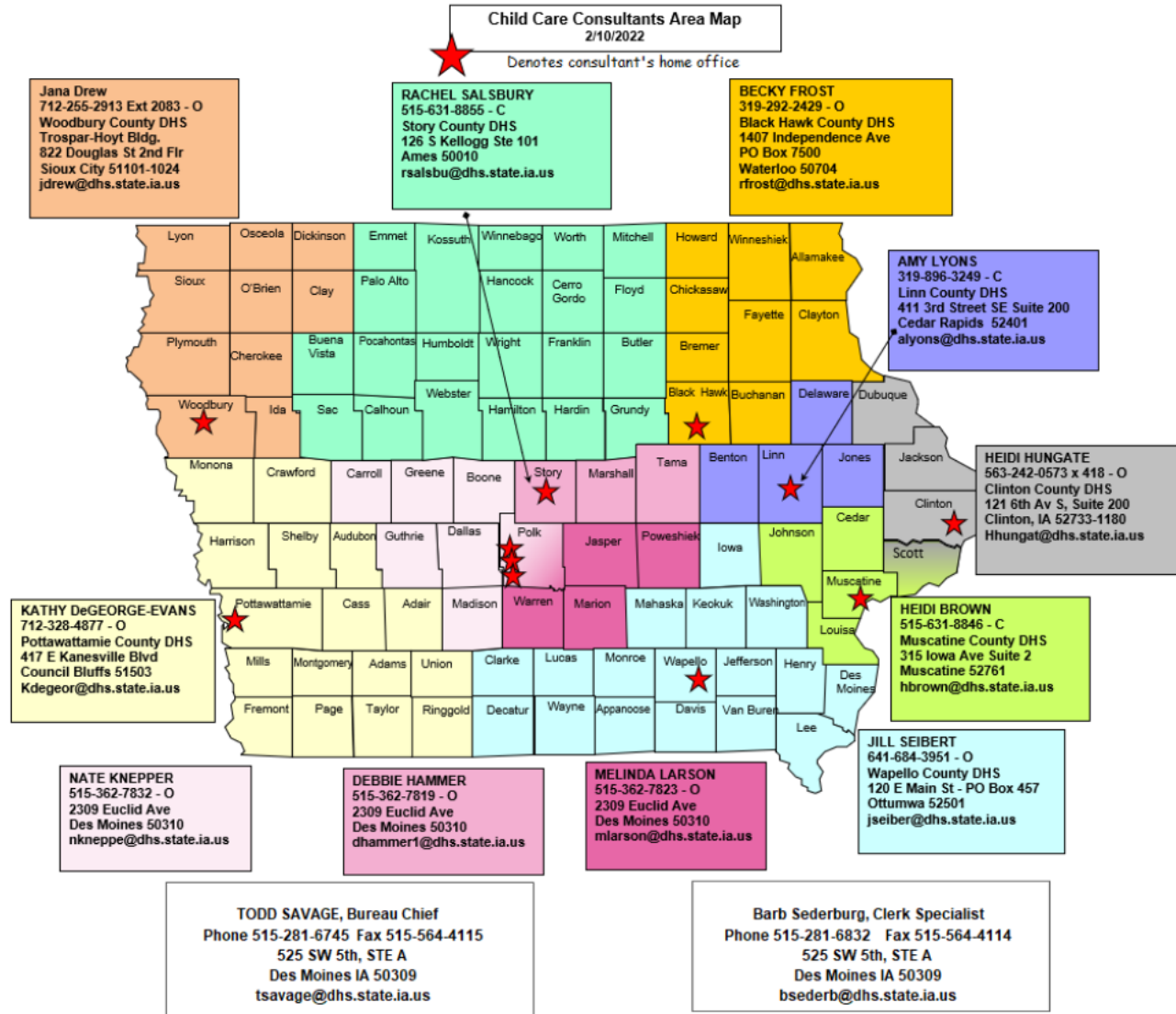
Black Hawk (J-Z), Grundy, and Marshall – Christine Weber 319-429-0749
cweber@dhs.state.ia.us

Butler, Cerro Gordo, Floyd, Franklin, Hancock, Howard, Mitchell, Winnebago, and Worth – Amanda Nash 641-421-1219
anash@dhs.state.ia.us

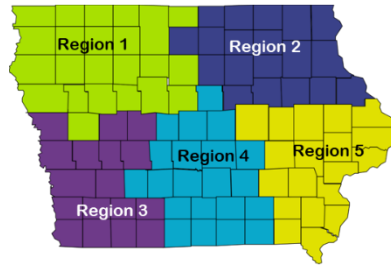
Calhoun, Franklin, Hamilton, Hardin, Humboldt, Pocahontas, Webster, and Wright – Joni Duffy 515-573-1640

duffy1@dhs.state.ia.us; Sharon Fitzgerald 515-573-1686
sfitzge@dhs.state.ia.us

APPENDIX 13: DHS CHILD CARE CONSULTANT STAFF (CHILD CARE CENTERS AND PRESCHOOLS)



APPENDIX 14: CHILD CARE RESOURCE & REFERRAL REGIONS IN IOWA



Region 1

CCR&R of Northwest Iowa
 Mid-Sioux Opportunity, Inc.
 418 S Marion Street
 Remsen, IA 51050
 Phone: (712) 786-3489
ccrr@midsioux.org

Counties Served: Buena Vista, Calhoun, Cherokee, Clay, Crawford, Dickinson, Emmet, Hamilton, Humboldt, Ida, Kossuth, Lyon, O'Brien, Osceola, Palo Alto, Plymouth, Pocahontas, Sac, Sioux, Webster, Woodbury, Wright & Winnebago

Region 2

CCR&R of Northeast Iowa
 Exceptional Persons, Inc.
 3675 University Avenue
 Waterloo, IA 50704
 Phone: (319) 233-0804 or (800) 475-0804
childcare@episervice.org

Counties Served: Allamakee, Black Hawk, Bremer, Buchanan, Butler, Cerro Gordo, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Floyd, Franklin, Grundy, Hancock, Howard, Mitchell, Winneshiek & Worth

Region 3

CCR&R of Southwest Iowa
 West Central Community Action
 1408 A Hwy 44
 PO Box 709
 Harlan, IA 51537
 Phone: (712) 755-7381
region3ccrr@westcca.org

Counties Served: Adams, Audubon, Carroll, Cass, Fremont, Greene, Guthrie, Harrison, Mills, Monona, Montgomery, Page, Pottawattamie, Ringgold, Shelby, Taylor & Union

Region 4

CCR&R of Central Iowa
 Orchard Place
 808 5th Ave
 Des Moines, IA 50309
 Phone: (515) 246-3590
ccrrinfo@orchardplace.org

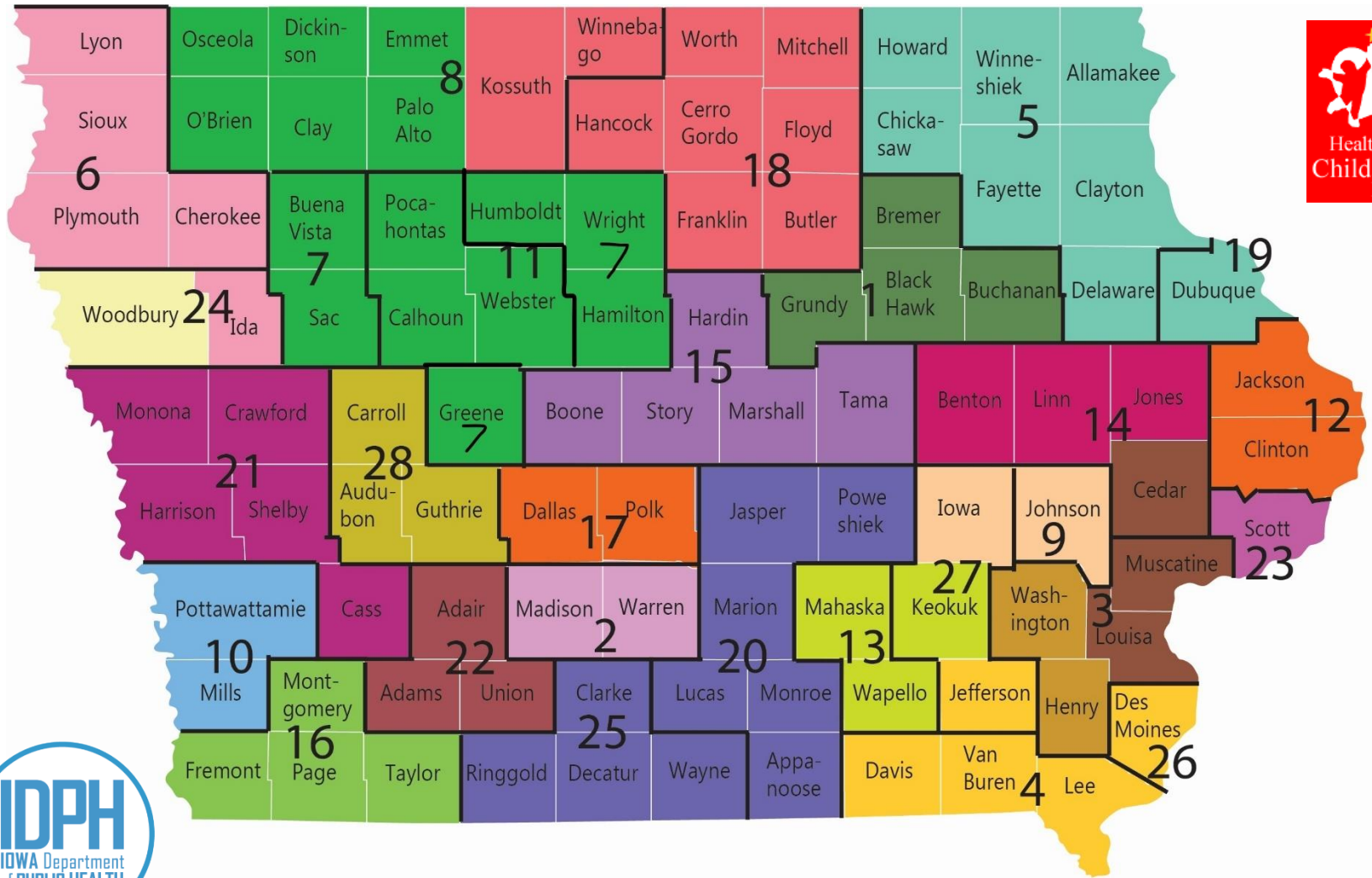
Counties Served: Adair, Appanoose, Boone, Clarke, Dallas, Davis, Decatur, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Monroe, Polk, Poweshiek, Story, Wapello, Warren & Wayne

Region 5

CCR&R of Southeast Iowa
 Community Action of Eastern Iowa
 500 E 59th St
 Davenport, IA 52807
 Ph: 866-324-3236
ccria@caeiowa.org

Counties Served: Benton, Cedar, Clinton, Des Moines, Henry, Iowa, Jackson, Jefferson, Johnson, Jones, Keokuk, Lee, Linn, Louisa, Muscatine, Scott, Tama, Van Buren & Washington

APPENDIX 15: CHILD CARE NURSE CONSULTANTS



2/16/2022

For Technical Assistance:

- Contact your local Child Care Nurse Consultant (see below)
- If you are unable to reach your local CCNC and need immediate assistance, contact Iowa Department of Public Health Healthy Child Care Iowa staff (see right)

Additional Information and Resources available at the Healthy Child Care Iowa website www.idph.iowa.gov/hcci

Healthy Child Care Iowa (HCCI) Staff:

HCCI Program Coordinator

Heidi Hotvedt, RN

heidi.hotvedt@idph.iowa.gov (515) 321-8137

(map #'s 3, 4, 9, 12, 13, 17, 20, 23, 25, 26, & 27)

HCCI Professional Development Coordinator

Deb Gimer, RN

deb.gimer@idph.iowa.gov (515) 782-9989

(map # 2, 6, 7, 8, 10, 11, 16, 21, 22, 24 & 28)

HCCI Health and Safety Analyst

Kim Gonzales, RN

kimberly.gonzales@idph.iowa.gov (515) 321-4716

(map #'s 1, 5, 14, 15, 18 & 19)

Map Number	CCNC Name CCNC Agency	County Service Area (Child Health Agency)	CCNC Phone	CCNC E-Mail Address
1	Diane Hoffman, RN Maureen Stockdale, RN Black Hawk County Health Dept.	Black Hawk Bremer, Buchanan & Grundy (Black Hawk County Health Department)	(319) 292-2286 (319) 464-5062	dhoffman@blackhawkcounty.iowa.gov mstockdale@blackhawkcounty.iowa.gov
2	Kelsey Marmon, RN Warren County Health Services	Madison & Warren (Warren County Health Services)	(515) 961-1074	kelseym@warrencountyia.org
3	Toni Krana, RN Abbie Derksen, RN UnityPoint Health-Trinity Muscatine	Louisa & Muscatine (UnityPoint Health-Trinity Muscatine) Henry & Washington (Washington County Health Department)	(563) 263-0122	toni.krana@unitypoint.org abbie.derksen@unitypoint.org

Map Number	CCNC Name CCNC Agency	County Service Area (Child Health Agency)	CCNC Phone	CCNC E-Mail Address
4	Amy Hayes, RN Lee County Health Department	Davis, Lee & Van Buren (Lee County Health Department)	(319) 372-5225 LCHD (319) 376-4767 Office (319) 470-9698 Cell	ahayes@leecountyhd.org
5	Heidi Walker, RN Clayton County VNA	Allamakee, Chickasaw, Clayton, Delaware, Fayette, Howard & Winneshiek (Unity Point Dubuque Visiting Nurse Association)	(563) 245-1145 Main (563) 880-4137 Cell	Heidi.Walker@unitypoint.org
6	Deb Baldwin, RN Mid-Sioux Opportunity Inc.	Cherokee, Lyon, Plymouth & Sioux (Mid-Sioux Opportunity, Inc.)	(712) 541-5476	dbaldwin@midsioux.org
7	Kelley Smith-Larson, RN Webster County Health Depart.	Buena-Vista, Greene, Hamilton, Humboldt, Sac & Wright (Webster County Health Department)	(515) 573-4107	kelley.smith-larson@webstercountyiowa.org
8	Tracey Heitritter, RN Webster County Health Dept.	Clay, Dickinson, Emmet, O'Brien, Osceola & Palo Alto (Webster County Health Dept.) Kossuth & Winnebago (North Iowa Community Action Organization)	(712) 362-2490 (712) 320-2125	theitritter@webstercountyiowa.org
9	Vacant – contact Debbie Ackerman, Supervisor Johnson County Public Health	Johnson (Johnson County Public Health)	(319) 356-6042 Main (319) 688-5891	dackerman@johnsoncountyiowa.gov
10	Shaylee Laursen, RN Family, Inc.	Mills & Pottawattamie (Family, Inc.)	(712) 828-2135 (712) 256-9566	slaursen@familyia.org

Map Number	CCNC Name CCNC Agency	County Service Area (Child Health Agency)	CCNC Phone	CCNC E-Mail Address
11	Stacy Kraft, RN Webster County Health Dept.	Calhoun, Pocahontas, Webster (Webster County Health Department)	(515) 573-4107	skraft@webstercountya.org
12	Chris McClimon, RN Genesis VNA	Clinton & Jackson (EveryStep)	(563) 349-7024	mcclimonc@genesishealth.com
13	Jamie Crouse, RN Jessica Beach, RN American Home Finding	Mahaska & Wapello (American Home Finding Association)	(641) 682-3449 Ext 115	jcrouse@ahfa.org jbeach@ahfa.org
14	Angela Easley, RN HACAP, Inc.	Benton, Jones, Linn (Hawkeye Area Community Action Program) Cedar (UnityPoint Health- Trinity Muscatine)	(319) 393-7811 Ext 1016	AEasley@hacap.org
15	Tara Berstler, RN Mid-Iowa Community Action	Boone, Hardin, Marshall, Story & Tama (Mid-Iowa Community Action)	(641) 328-3237	tara.berstler@micaonline.org
16	Heather Marsh, RN Taylor County Public Health	Freemont, Montgomery, Page & Taylor (Taylor County Public Health)	(712) 523-3405	heather.marsh@taylorcountyhealth.com
17	Jeanette Luthringer (Admin.) EveryStep Amy Clausi, RN Kristin Sjulín, RN Liz Rezek, RN Melissa Garton, RN Miranda Martin, RN	Dallas and Polk (EveryStep)	(515) 558-9604 (515) 468-3509 (515) 468-3574 (515) 444-7637 (515) 229-0132 (515) 321-1584	Jluthringer@everystep.org aclausi@everystep.org KSjulin@everystep.org LRezek@everystep.org MGarton@everystep.org mmartin@everystep.org

Map Number	CCNC Name CCNC Agency	County Service Area (Child Health Agency)	CCNC Phone	CCNC E-Mail Address
18	Monica VerHelst, RN North Iowa Community Action Organization	Butler, Cerro-Gordo, Floyd, Franklin, Hancock, Mitchell & Worth (North Iowa Community Action Organization)	(641) 423-5044 Ext 16 (641) 530-0003 cell	mverhelst@nicao-online.org
19	Kelsey Hill, RN Unity Point Health Visiting Nurse Association	Dubuque (Unity Point Dubuque Visiting Nurse Association)	(563) 556-6200 Ext 1923	Kelsey.Hill2@unitypoint.org
20	Vacant – contact Kim Dorn, Director Marion County Public Health	Appanoose, Jasper, Lucas, Marion, Monroe & Poweshiek (Marion County Public Health)	(641) 828-2238	kdorn@marioncountyiowa.gov
21	Jennifer Chapman, RN Crawford County Home Health, Hospice, Public Health	Cass, Crawford, Harrison, Monona & Shelby (Crawford County Home Health, Hospice, Public Health)	(712) 263-3303	jchapman@crawfordcounty.org
22	Brenda Comer, RN MATURA Action	Adair, Adams & Union (MATURA Action)	(641) 202-7114	bcomer@maturaia.org
23	Jessica Redden, RN Jennifer Stout, RN Scott County Health Department	Scott (Scott County Health Department)	(563) 326-8618 Ext 8821 (563) 326-8618 Ext 8829	jessica.redden@scottcountyiowa.gov Jennifer.Stout@scottcountyiowa.gov
24	Linsey Gilbert, RN Community Action Agency of Siouxland	Ida (Mid-Sioux Opportunity, Inc.) Woodbury (Siouxland District Health Department)	(712) 274-1610 Ext 250	lgilbert@caasiouxland.org

Map Number	CCNC Name CCNC Agency	County Service Area (Child Health Agency)	CCNC Phone	CCNC E-Mail Address
25	Vacant – contact Kim Dorn, Director Marion County Public Health	Clarke, Decatur, Ringgold & Wayne (Marion County Public Health)	(641) 828-2238	kdorn@marioncountyiowa.gov
26	Nancy Granaman, RN Lee County Health Department	Des Moines (Lee County Health Department)	(319) 750-5258	bngranaman@gmail.com
27	Mandi Lauderman, RN Tammy Merrill, RN (backup) Jefferson County Public Health	Iowa (Johnson County Public Health) Jefferson (Lee County Health Department) Keokuk (American Home Finding)	(641) 472-5929	mandi@jeffcoph.com tammym@jeffcoph.com
28	Kelley Smith-Larson, RN Webster County Health Depart.	Audubon, Carroll & Guthrie (New Opportunities, Inc.)	(515) 573-4107	kelley.smith-larson@webstercountyyia.org