



November, 2022

Background. Early Childhood Iowa, in collaboration with the Iowa Department of Health and Human Services (HHS) and with technical assistance from Opportunities Exchange (OppEx), is launching a multi-phase Shared Services project with proven success in other states. This collaboration is in response to the [Governor's Child Care Task Force Report \(November 2021\)](#).

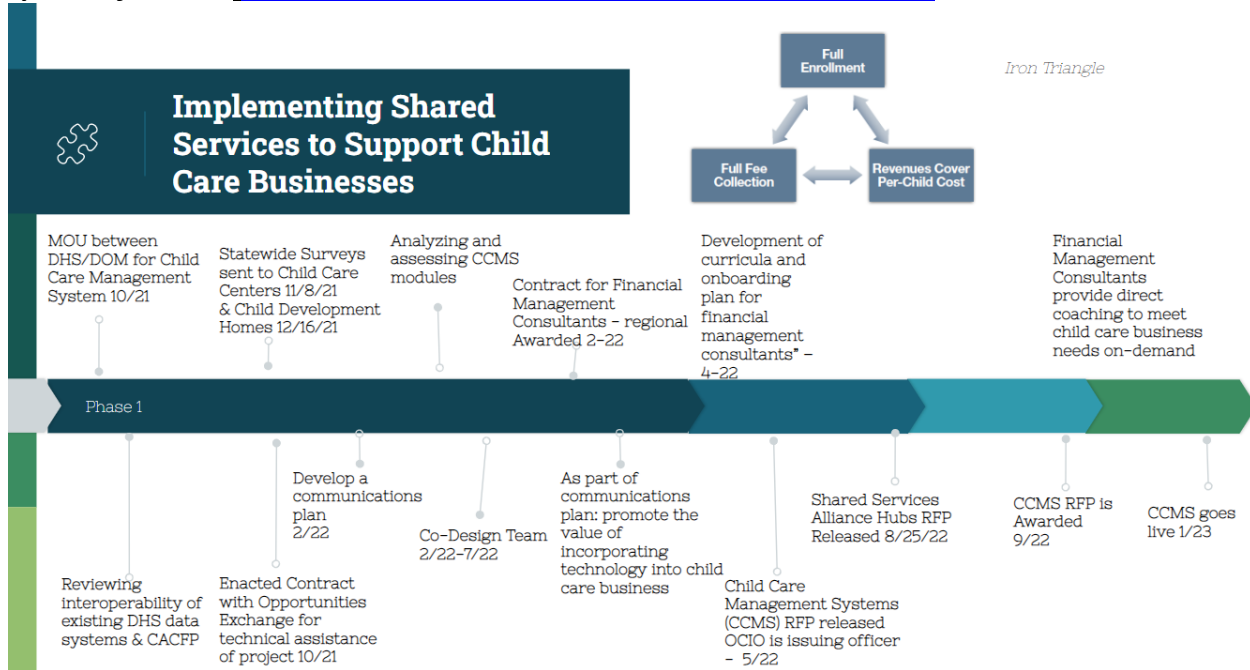
OppEx is an organization that provides technical assistance so that the early childhood field can achieve financial sustainability and strong child outcomes through Shared Services. Shared Services is when multiple child care providers agree to share specific costs and resources. The Shared Services project will include the implementation of a child care management system (CCMS) and the provision of technical assistance through financial management consultants to help child care businesses monitor and implement a framework for a Shared Service Alliance. The CCMS and financial management consultants will assist providers with a successful financial model (full enrollment, full fee collection and ensuring revenues are covered per child cost) called the Iron Triangle.

The Shared Services project also includes the assessment, development and prioritization of "other" shared service components including the framework for a Shared Services Alliance.

SHARED SERVICES Project Overview:


- **Communications Plan** developed for periodic communications to agencies, partners, providers, and the general public to keep open and clear communication throughout the Shared Services Project.
- **Financial Consultants** Financial consultants will work with child care providers as they navigate the Child Care Management System. Consultants will focus on the Iron Triangle (full enrollment, full fee collection, ability to cover per child cost) as a successful financial model.
- **Child Care Management System (CCMS)** Child Care Management Software is specifically designed to help child care providers automate their day-to-day operations so that they have more time to spend with children and are able to monitor and manage their program proactively. CCMS tools will help streamline enrollment and manage a waitlist, track and report daily attendance, generate invoices and collect payment electronically, monitor and manage classroom ratios, manage staff records including professional development certifications and payroll, and communicate with families easily and consistently. A CCMS can be linked to accounting software like QuickBooks to give accurate and timely financial reports that can be used to make sound business decisions.
- **Co-Design Team** charged with assessing and developing a Shared Services model and prioritization of child care provider needs. ECI and OppEx engaged members in a discussion regarding shared services alliance and members gained an understanding of the overall project. Members of the Co-Design Team included child development home providers, child care centers, organizations and stakeholders in Iowa's child care system, and DHS.
- **Shared Services Alliance Hubs** Shared services alliance hubs support a partnership of child care providers and aims to strengthen systems and improve efficiency at the provider level by sharing resources to leverage economies of scale. Shared services alliance hubs can assist providers in a variety of areas, and each hub is customized based on the needs identified by its' members.

Updates found at <https://earlychildhood.iowa.gov/workforce-support>



Key Projects Timeline: Color Coding- **ON-TIME**; **DELAYED**; **BEHIND SCHEDULE**; **NOT STARTED**; **COMPLETE**

Project Name	Key Updates	Timeline
Communications Plan	<p>Monthly Updates. November 2022 will be the last monthly project update utilizing the current communication strategies. All Shared Services projects are underway. ECI will provide future project updates through the ECI Monthly Musings. CCR&R will share updates with child care providers through their social media platforms, in the News section on the CCR&R website and during child care consultation visits with providers.</p> <p>Conversations with a marketing firm are ongoing and focusing on materials for the Financial Management Consultants.</p>	COMPLETE
Financial Consultants to Support child care providers with CCMS financial planning	<p>Mid-Sioux Opportunity, Inc. is the contractor selected to provide the financial management consultants. Financial management consultants will support child care businesses in implementing a successful financial business model using a CCMS. The financial management consultants are receiving training/onboarding from OppEx. For more information, go to the Child Care Collaborative of Iowa webpage here.</p>	IMPLEMENTING

<p>Child Care Management System (CCMS)</p>	<p>Early Childhood Iowa completed a competitive selection process called a ‘request for proposal’ to select two child care management system (CCMS) software vendors. Through this process, we selected CCMS vendors, brightwheel and Playground.</p> <p>For more information about applying to get up to 12 months of CCMS subscription fees paid for either of the two CCMS vendors selected, 12 months of financial management coaching and up to \$1,000 in funding for technology needs, go to: Mid-Sioux Opportunity’s Child Care Collaborative of Iowa</p> 	<p>IMPLEMENTING</p>
<p>Shared Services Alliance Hubs</p>	<p>The State of Iowa released a request for proposal (RFP) for Shared Services Alliance Hubs on August 25. The State awarded funding to two shared services alliance hub projects, 4Cs Community Coordinated Child Care in Iowa City and Lutheran Services in Iowa (Des Moines and Sioux City locations), at the end of October.</p>	<p>IMPLEMENTING</p>
<p>Co-Design Team</p>	<p>The final meeting of this team was conducted on July 13th. Access the Co-Design Team’s final report under Shared Services.</p>	<p>COMPLETE</p>