



What Data Are Needed to Support Planning, Response, and Recovery?

This brief is part of the Emergency Preparedness, Response, and Recovery (EPRR) discussion brief series. These briefs are provided to Child Care and Development Fund (CCDF) grantees and their partners to offer guidance regarding strategies and options for consideration in the development of state and territory child care disaster plans.

The Child Care and Development Block Grant (CCDBG) Act of 2014 requires Lead Agencies to develop statewide child care disaster plans. Each state's plan must demonstrate how the state will address the needs of children—including the need for safe child care—before, during, and after a major disaster or emergency, including a state of emergency declared by the governor.

Specific requirements for these plans include guidelines for continuation of child care subsidies and child care services, which may include the provision of emergency and temporary child care services and temporary operating standards for child care providers during and after a disaster. Lead Agencies must also describe how they will coordinate postdisaster recovery of child care services.

Child care is a vital service following a disaster. It not only gives children a safe place, but also allows families time to return to work or begin rebuilding. After a disaster, what key data will help state and territory leaders describe the predisaster context and quantify the disaster's impact in order to respond and calculate assistance needed for recovery? Which stakeholders have the data and what agreements are in place to share the data? Without information, the CCDF Administrator may not be effective in describing the depth of the disaster's impact and the need for assistance.

Key Data Elements for Disaster Reporting and Planning

- Total number of child care providers (regulated and nonregulated)
 - Number of center-based programs
 - Number of family child care providers
- Number of providers (by type and setting) in disaster-declared area
- Number of staff in affected settings (or estimate)
- Total number of enrolled children affected
- Number of children receiving CCDF subsidies in disaster-declared area
- Number of Lead Agency staff and contractors in affected area
- Number of partner agency staff affected

What Data Are Needed and How Will These Data Be Used?

Following an emergency or disaster, staff from the Office of Child Care (OCC) will reach out to the state or territory's CCDF Administrator to offer assistance and resources. An OCC representative will also request information about the impact of the disaster on the state or territory's child care program (see the box) to determine the needs of the children and families in the impacted areas.



It is important to know total number of providers serving children receiving CCDF assistance, as well as the number of children served. Having this information broken down by provider type (center-based care, family child care, in-home care, and nonregulated care) gives additional detail and supports response and recovery efforts. It is best practice to create an information-systems routine to support regular data collection, as well as a report that is updated at least monthly that provides this information and can be accessed remotely if the office is not accessible.

Following a disaster, CCDF Lead Agencies must be prepared to move quickly to determine the number of facilities that are closed and the number of child care providers that are available to care for children in the disaster-affected area. In addition, it is also important to understand the number of staff and contractors affected by the disaster since this will directly affect response time. This information gives OCC additional information on impact and immediate needs, and on the scope of response and recovery efforts.

In addition to federal and state or territory agencies, other stakeholders will want to assess the impact of the disaster or emergency. National organizations with resources to support recovery will also want to understand the impact. By making key data available, CCDF Administrators can coordinate and mobilize the child care-specific response, which may include requesting specific donations, working with other agencies to streamline procedures, mobilizing volunteers, and receiving support from other agencies.

Planning

State leaders preparing or revising a plan may want to consider these questions.

What types of data are needed? Where can Lead Agencies obtain the data?

Consider using the [CCDF Agency Emergency Preparedness Planning Tool: Coordination with Key Partners](#) resource to identify the data each agency and partner collects and reports on during a disaster. It is also advisable to reach out to the membership of the state or territory Early Childhood Advisory Council and develop a comprehensive list of data sources and contacts in advance of a disaster.

Is geomapping available to identify which providers are directly affected?

What level of information is available with geomapping? What agency has this capacity and what is needed to ensure its availability?

How can key data be backed up and shared? Do any records contain personally identifiable information?

Where are there existing data-sharing agreements? Where are agreements needed?

Who's who in emergency and disaster response?

Has the CCDF Lead Agency identified and published a list of state and local disaster and emergency managers to carry out specific functions such as coordination of disaster communication, licensing, relocation of children, assessment of child care facilities, facilitation of temporary child care, and subsidy reimbursement?

Who will be the point person (or persons) for data collection?

Is this person familiar with the types of data, and the people collecting it? Can this person provide the definitions needed to ensure that people understand the information they receive?

How will this time-sensitive data and information be collected?

Best practices include planning for a shared electronic workspace that allows partners to enter their own data and facilitates efficient and timely communication. Several options exist that allow easy access and data entry, and notifications when new information is posted.

**Is data collection, back-up, and reporting in disaster a contract deliverable?**

What information can contractors provide that will be meaningful following disaster? Develop strategies for reporting in the event that telephones are not working and Internet access is not available.

Response

Consider using these questions during plan development or revision to ensure that information is available to support response.

Which CCDF Lead Agency staff members and contractors are in the area affected by disaster? What is their status? Which staff are nearby and can provide support until affected staff are back at work?

Consider developing strategies for maintaining staff contact information and systems for staff to notify their supervisor of their status. Also plan and identify ways that other staff members can be deployed to help once it is safe to do so.

Are there barriers preventing child care facilities and providers from opening, such as staff shortages?

Can the workforce professional development registry provide the number of early childhood professionals by county, zip code, or provider? Staff (with appropriate background checks) who are not personally affected could be identified and contacted to assist in child respite space in shelters or other temporary child care settings.

Could road or bridge closures be preventing child care providers from opening?

Families and staff will need up-to-date information in order to find alternative transportation routes or care locations. What agency or partner can provide this information, and how will it be provided?

Who will report data to state agency offices, OCC, and partners?

Are there agency protocols for reporting? Is an alternate contact identified in case the lead is not available? Is there a protocol in place for maintaining current contact information?

Recovery

States and territories may have access to response and recovery funds following disaster. Pre- and postdisaster data support the development of written requests for assistance as well as future philanthropic recovery funds.

The Administration for Children and Families [Post-Disaster Child Care Needs and Resources](#) document is designed to address the challenges that families and child care providers (including centers, in-home providers, and family child care providers) may experience following a disaster. This document catalogues resources for both families in need of child care and child care providers and communities.

This discussion brief is meant to support planning efforts in the development of state and territory child care disaster plans. The [State Systems Specialists](#) in each ACF Region are available to provide technical assistance and supplementary [resources](#). Emergency preparedness resources are also available from the [Office of Child Care](#).



Resources

Child Care State Systems Specialist Network. (2013). *CCDF agency emergency preparedness planning tool: Coordination with key partners*. Retrieved from https://www.acf.hhs.gov/sites/default/files/occ/1301_emergency_preparedness_planning_coordination_tool_doc.pdf

Office of Human Services Emergency Preparedness and Response, Administration for Children and Families, U.S. Department of Health and Human Services. (2016). *Post-disaster child care needs and resources*. Retrieved from <https://www.acf.hhs.gov/occ/resource/child-care-resources-for-disasters-and-emergencies>

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