

Indiana OECOSL Emergency Preparedness and Response Plan for Child Care Support

1. Background:

The State of Indiana has always required State agencies to keep up to date emergency response plans. However, with the Reauthorization of the Child Care and Development Block Grant (CCDBG) Act in November 2014, came new health and safety requirements including states specifically addressing how the needs of children and families receiving child care services funded by CCDBG will be met before, during, and after an emergency or disaster. In addition this information is to be available to child cares and families so that they are aware of how states will support child care in times of disaster.

The importance of emergency planning to reduce the risk of injury, death and psychological trauma is recognized by the CCDBG and the Indiana Office of Early Childhood and Out of School Learning (OECOSL). OECOSL is the state agency entrusted with distribution of CCDBG funds as well as the agency which regulates child cares. Planning for the continuation of child care services is vitally important to communities; it builds community resilience by reducing potential lost revenue for families and child care providers by addressing the child care needs of workers. Having prepared service providers reduces the disruption to normal routines and supports healthy child development.

This Indiana Child Care Emergency Preparedness and Response Plan is not meant to replace any existing State of Indiana plans, but it is an adjunct or addendum to those plans. This Plan outlines the roles and responsibilities of OECOSL and key supporting agencies to prepare for, respond to, and recover from a disaster that significantly impacts a community's child care infrastructure. The terms "emergency" and "disaster" are used interchangeably and include both natural or human caused events and other emergencies which may impact the daily business of child care.

2. Purpose:

This plan outlines the roles and responsibilities of OECOSL to continue regulatory and financial support to child care providers and families in times of disaster. The Plan includes the roles and responsibilities of partner organizations who deliver critical services and support to children, families and child care providers in the event of a disaster.

Key emergency response functions relating to child care are:

- Support the safety and well-being of children in child care.
- Provide technical assistance for the provision of temporary or emergency child care.
- Continue child care subsidy payments to providers.
- Continue eligibility determinations and subsidy authorizations to families.

- Disseminate information to providers and families regarding disaster assistance and recovery.
- Participate in State disaster response activities which may occur at the direction of the Indiana Department of Homeland Security (IDHS) or the Governor.
- Coordinate with other state agencies, including but not limited to, Indiana Department of Homeland Security, Indiana State Department of Health, and Indiana Department of Education to create guidelines and rules for child cares to prepare for disaster and recovery.
- Coordinate with partner organizations, including but not limited to, the Indiana Department of Education, Indiana Child Care Resource and Referral agencies, the American Red Cross (ARC) Salvation Army, United Way, Indiana Association for the Education of Young Children, and other non-governmental and community organizations that support the needs of children and families during times of disaster.
- Connect with the Office of Child Care within the Office of the Administration for Children & Families for funding opportunities to support child care after disaster to enhance recovery in areas where disaster has been declared under section 401 or 501 of the Robert T Stafford Disaster Relief and Emergency Assistance Act.

3. Scope:

This plan is prepared by the Indiana Office of Early Childhood and Out of School Learning, the agency which administers the Child Care and Development Fund Block Grant (CCDBG) monies and also oversees regulation of child care in Indiana.

The plan addresses functions of OECOSL and contracted agencies related to the following child care provider types: Licensed Centers, Licensed Homes, as well as Registered Ministries and License Exempt providers who provide care for children funded by the CCDBG.

4. Authority

The CCDBG Act of 2014 added a requirement that States must include a "Statewide Child Care Disaster Plan" for coordination of activities with the State/Territory human services agency, emergency management agency, child care licensing agency, State/Territory local resource and referral agencies, and the State Advisory Council (SAC) or other state-designated cross-agency body if there is no SAC. (658E(c)(2)(U)) The Statewide Child Care Disaster Plan must include:

- Guidelines for continuing CCDF assistance and child care services after a disaster, which may include provision of temporary child care, and temporary operating standards for childcare after a disaster.
- Requirements that child care providers receiving CCDF have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.
- Requirements that child care providers receiving CCDF have in place procedures for staff and volunteer emergency preparedness training and practice drills.

5. Situations for use of the plan

- a. Damage to a CCDBG voucher intake agency requiring relocation
- b. Damage to a Child Care Resource and Referral agency
- c. Damage to the Child Care Resource and Referral Central Office
- d. Damage to a child care building requiring relocation
- e. Community wide physical damage requiring significant support for both intake and child cares
- f. Loss of utility for significant length of time impacting electronic recordkeeping
- g. Event requiring sheltering in place at the child care longer than the anticipated hours of service

6. Planning assumptions

- Child care is a vital part of a community's economic viability. Child care must be available/restored as soon as possible after an event.
- Indiana's intake agencies and Resource and Referral agencies are families' point of contact for child care programs and child care assistance, play an essential role in supporting child care.
- Licensed and regulated child care providers must have their own emergency/disaster plans which identify local risks, they must train and exercise responses to these risks and they must inform families.
- OECOSL will adhere to the principles of the National Incident Management System and the structures of the Incident Command System in response operations.
- An event which impacts the OECOSL operations, CCDF voucher entry or provider reimbursement system is considered manageable when:
 - Basic communication services (phone and internet) are operational within eight hours/days.

7. Roles and Responsibilities

OECOSL- responsible for oversight of the CCR&R system, the Intake Agencies, the disbursing of CCDBG funds, and regulating child care for safety.

OECOSL Field Consultants- responsible for the physical examination of child care sites for safety.

CCR&R- responsible for supporting the needs of child cares by offering resources. Responsible for assisting families find quality child care.

Spark Learning Lab- Responsible for oversight of a database, a registry of child care providers' who have received training through the system. Responsible for implementing learning and coaching opportunities for child care providers.

Intake Agencies- responsible for engaging families to determine eligibility for participation in the CCDF voucher program. Additionally responsible for providing information to families about other services FSSA provides related to children.

TCC- responsible for maintaining the Child Care Information System database and the Automated Intake System (AIS).

XEROX- responsible for the operations of the child/child care attendance system.

8. Licensing critical activities

a. Assessing operating status of providers

Pre-disaster- during routine survey visits OECOSL field consultants will ensure that child cares have a policy outlining their response to local identified emergency/disaster risks. This policy must address procedures for evacuation, relocation, shelter in place, lock-down, communication with families, continuity of operations, as well as accommodations made for infants and toddlers, children with disabilities and chronic medical needs. These plans must outline the procedures for training staff and volunteers as well as the schedule for practice drills for the four disaster responses. Field consultants will also evaluate for the presence of documentation that the child care practices these procedures as outlined in the Indiana Administrative Code (470 IAC 3-4.7, 470 IAC 3-1.1, 470 IAC 3-18)

When possible, such as during periods of potentially damaging weather, OECOSL field consultants will monitor their territories for risks to the child cares therein.

Upon learning that a child care has been damaged, OECOSL field consultants will visit the child care to ensure that the facility or home meets the minimum standards for health and safety. 470 IAC 3-4.8-1 outlines the conditions for temporary or emergency closure for child cares of all types. The consultant may engage the assistance of the local IDHS Fire Marshall or local health department employees in determining whether the structure is safe and sanitary. The OECOSL field consultants will remain in close contact with the OECOSL consultant manager for homes or facilities to ensure the Office is aware of the operating status of the damaged child care.

b. Determine if there is a need for more child care capacity in the disaster area

OECOSL management will work with the local CCR&R and Intake agencies to determine the needs of a community during disaster. If it is determined that there is a need for additional care, the OECOSL will prioritize applications for new child care sites and/or expansion and personnel.

c. Removal of permanently closed providers from licensing, CCR&R and CCDF databases

When a child care building/home is declared to be unsafe and must be closed, the OECOSL will initiate the process of removing these closed providers from the active area of any database.

d. Inspect new and existing sites

When a child care building/home is unsafe and must relocate, the local OECOSL field consultant will visit the new site for safety. The local IDHS Fire Marshall will need to make a site visit as well. These inspections must be completed prior to allowing any children to be present. New sites will need to be licensed and applications may be “fast tracked” to meet the needs of the community.

e. Determine if change in existing child care licensing standards and/or policies is needed

The OECOSL homes/facilities managers will be contacted by the local field consultant should the new/temporary facility not be able to accommodate all of the IC, IAC and policy requirements. Requests for accommodation will be evaluated on a case by case basis. Safety of the children is paramount, and no variances will be allowed which compromise safety or supervision of children.

f. Share information with partner agencies

OECOSL will use a variety of methods to share information with partner agencies. These methods include but are not limited to – face to face, telephone, email, written mail, as well as enlisting the assistance of media outlets: radio and television.

9. CCDBG Voucher critical activities

a. Provide timely and uninterrupted CCDF payments to child care providers

i. Systems/information technology needed to continue function

1. Automated Intake System (AIS) - TCC
2. EPPIC –Xerox providers are paid through direct deposit

ii. Steps to reestablish function/policies

1. As part of Xerox’s contract they have a disaster plan and backup servers in different locations throughout the county so that payment will continue to providers.

2. As part of the TCC contract they have a disaster plan and back up servers so that AIS is available for eligibility
3. Background checks are web based as long as internet is available these can be processed.

b. Provide uninterrupted CCDF eligibility and authorizations

i. Systems needed to continue function

1. AIS and Intake Agents

ii. Steps to reestablish function

1. Each Intake office has a disaster response plan which includes an alternate location, and a procedure for functioning without electronic records.
2. Providers are paid through direct deposit so if the provider is owed money and their business is closed the provider will still be paid.

c. Determine if changes to existing CCDF policies and procedures are needed

1. Should it become apparent after a disaster that a child care cannot meet all CCDF policies and procedures, the CCDF Policy manager will evaluate each situation on a case by case basis. There will be no changes to policy or procedure which compromise the supervision or safety of children.
2. If a CCDF family loses child care due to disaster, CCDF Intake agents and the local CCR&R will assist families to find a new child care which meets their needs as well as CCDF policies and procedures.

d. If warranted, OECOSL will apply for supplemental disaster funds

1. CCDBG will at times, in response to natural disasters, appropriate funds for recovery efforts. The Administration for Children and Families will distribute funding to eligible states, territories and tribes based on assessed need, notwithstanding the formula for allotment set forth in de CCDBG Act. ACF will use the Federal Emergency Management Agency (FEMA) Individual Assistance data as a proxy to estimate the impact for each declared disaster and help determine the allotments of funds to the impacted areas.

10. Temporary, Respite and Emergency Child Care

The OECOSL will work with communities and the local IDHS Fire Marshal to ensure the child care needs of the community are met. It is understood that temporary child care sites may be in structures/settings which are not traditionally used for child care. Approval to use these structures/settings is made on a case by case basis by OECOSL Management after

inspection by the local OECOSL field consultant and the local IDHS Fire Marshal. It is paramount that the structures/settings do not threaten the safety of the children.

Child care may be needed in a variety of settings post-disaster, including but not limited to:

- Temporary shelter sites, such as American Red Cross shelters, for children accompanied by working parents or legal guardians only.
- Service shelters offering assistance to survivor children without family/foster care options (sibling families)
- New child care locations outside of the disaster zone, both facility and home based.

Things to consider: authority limits of IDHS, OECOSL and DCS. Also:

- Differentiation in state definition for disaster recovery centers vs shelters
- American Red Cross vs Indiana Red Cross vs other NFP organizations involved in disaster response and recovery.

11. Communication

- a. OECOSL will use a variety of means to disseminate information regarding child care following disaster. Field consultants will primarily use telephone in contact with child cares. It is likely that telephone will be the primary method for CCR&R and Intake agencies to connect with OECOSL. All official communication to the public will be released through the FSSA Office of Communications and Media.
- b. Information directed to families may be given to Child Cares to disseminate.
- c. The following points will be considered when developing information to disseminate:
 - i. The disaster's impact on OECOSL/CCDF/CCR&R/Spark offices
 - ii. Impact to the child care infrastructure
 - iii. Resources needed to resume services
 - iv. Anticipated time needed (date) to return to a fully operational child care infrastructure post disaster
 - v. Who makes final administrative (vs gubernatorial and/or legislative) decisions about:
 1. CCDF revisions/modifications
 2. Child care licensing
 - vi. After a disaster, a review of the communication protocols must be included in the after action report to determine what can be improved.

Communication with Families Utilizing Child Care and Child Care Providers during a Disaster

| ISSUE | OECOSL/FSSA | CCR&R | Intake Agency | Child Care | Other Local Agency |
|--|--------------------|------------------|----------------------|-------------------|---------------------------|
| Status of child care providers and referrals to providers | X | X | X | | |
| Subsidy eligibility determination: initial and redetermination | X | | X | | |
| Special populations accommodations | X | X | X | | |
| Location changes | X | X | X | X | |
| Emergency/temporary child care | X | X | X | X | X |
| Public health and environmental issues | X | | | | X |
| Disaster assistance available to families and providers | X | | X | | X |
| Mental Health issues | X | X | | | X |
| Reunification of children and families | | X | | X | |

12. After-Action Reports

OECOSL will maintain this document and review annually. Reports from field consultant visits to observe child care damage will be maintained in the Child Care Information Systems (CCIS) database.

13. Appendices

- a. Acronyms and Definitions
- b. Policies
- c. Emergency Guide for Child Care Providers
- d. Sample Forms
- e. Resources

APPENDIX A

ACRONYMS & DEFINITIONS

CCDBG- Child Care and Development Fund Block Grant 2014

CCDF- Child Care and Development Fund

CCR&R- Child Care Resource and Referral (*local agency*)

CCR&RCO- Child care Resource and Referral Central Office- the agency which oversees the local CCR&R's

FEMA- Federal Emergency Management Agency

FSSA- Family and Social Services Administration

IAEYC- Indiana Association of Educators of Young Children

IDHS- Indiana Department of Homeland Security

IDOE- Indiana Department of Education

ISDH- Indiana State Department of Health

OECOSL- Office of Early Childhood and Out of School Learning

SPARK- statewide technical assistance and coaching provider for early education programs.

Licensed Center- for purposes of IC 12-17.2, means a nonresidential building where at least one (1) child receives child care from a provider: (1) while unattended by a parent, legal guardian, or custodian; (2) for regular compensation; and (3) for more than four (4) hours but less than twenty-four (24) hours in each of ten (10) consecutive days per year, excluding intervening Saturdays, Sundays, and holidays.

Licensed Home-means a residential structure in which at least six (6) children (not including the children for whom the provider is a parent, stepparent, guardian, custodian, or other relative) at any time receive child care from a provider:

- (1) while unattended by a parent, legal guardian, or custodian;
- (2) for regular compensation; and
- (3) for more than four (4) hours but less than twenty-four (24) hours in each of ten (10) consecutive days per year, excluding intervening Saturdays, Sundays, and holidays.

Registered Ministry- Registered day care ministry” means day care provided as an extension of a church or religious ministry that is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code, unlicensed but registered with the state board of health and state fire marshal's office pursuant to IC 12-3-2-12.7(c) *[IC 12-3 was repealed by P.L.2-1992, SECTION 897, effective February 14, 1992.]*.

License Exempt- “Legal, license exempt” means a child care program that can operate legally without obtaining a license or registration under IC 12-17.2.

Appendix B

No Electricity Policy- <http://www.in.gov/fssa/files/NoElectricityPolicy.pdf>

Criteria to reopen after flooding- http://www.in.gov/fssa/files/Flood_Info.pdf

Appendix C

http://www.in.gov/fssa/files/BCC_Indiana_Emergency_Response_Guide_for_Child_Care_Providers_COLOR.pdf

APPENDIX D

[Disaster response template for contractors 3-31.pdf](#)

APPENDIX E- Resources

- [IC 12-17.2-2 Chapter 2. General Powers and Duties of the Division](#)
- [IC 12-17.2-3.5 Chapter 3.5. Eligibility of Child Care Provider to Receive Reimbursement Through Voucher Program](#)

- [IC 12-17.2-4 Chapter 4. Regulation of Child Care Centers](#)
- [IC 12-17.2-5 Chapter 5. Regulation of Child Care Homes](#)
- [IC 12-17.2-6 Chapter 6. Regulation of Child Care Ministries](#)
- [IC 12-17-12 Chapter 12 School Age Child Care Project Fund](#)

- [470 IAC 3-1.1 Rule 1.1 Child Care Homes](#)
- [470 IAC 3-1.2 Rule 1.2 Infant and Toddler Services in a Child Care Home](#)
- [470 IAC 3-1.3 Rule 1.3 Class II Child Care Homes](#)
- [470 IAC 3-4.5 Rule 4.5 Child Care Facilities; Registered Day Care Ministries](#)
- [470 IAC 3-4.6 Rule 4.6 School Age Child Care Program](#)
- [470 IAC 3-4.7 Rule 4.7 Child Care Centers; Licensing](#)
- [470 IAC 3-4.8 Rule 4.8 Emergency or Temporary Closure of Child Care Centers and Child Care Homes](#)
- [470 IAC 3-18 Rule 18 Child Care Development Fund Voucher Program; Provider Eligibility](#)

Indiana State Department of Health <http://www.in.gov/isdh>

Indiana Department of Environmental Management <http://www.in.gov/idem>

Indiana Department of Homeland Security <http://www.in.gov/dhs>