

# Quality Care For Kids Newsletter

January 2026 | Simplifying Record Management

Written by Jami Huster and Krystal Frank, Financial Management Coaches, Child Care Collaborative of Iowa

Maintaining accurate records in child care programs is essential, but it can also be time-consuming and complex. Questions often arise: When does a child's or staff's physical form expire? How do programs ensure an annual review and update of emergency medical information, including the child's doctor and dentist contact information? These challenges matter—this year, almost one-third of HHS violations in child care centers and home-based programs were tied to provider and child files.

## Child Care Management System (CCMS) software

Child Care Management System (CCMS) software is designed to ease burdens. Think of a CCMS as both an administrative assistant and an electronic file cabinet—automating routine tasks and streamlining compliance. By reducing manual work, a CCMS helps programs stay organized, efficient, and compliant.

### A CCMS offers powerful tools to keep records current and accurate:

- **Automated reminders** to parents and provider/staff for forms sent through the CCMS, ensuring timely submission and renewal.
- **Easy uploads** of updated physical forms directly into child or staff profiles for administrator review.
- **Immunization reminders** sent automatically to parents when forms are uploaded into the CCMS.
- **Annual prompts** for families to review and update contact and emergency contact information based on forms entered in the CCMS.
- **Complete** daily child wellness checks.
- **Securely store** emergency medical information, including the child's doctor and dentist contact information.
- **Dashboards and reports** showing expiration dates, completed family reviews, and upcoming staff requirements.

To support child care providers, Iowa HHS is extending funding for free monthly subscriptions to two state-contracted CCMS vendors—brightwheel and Playground—through June 30, 2027.

As part of this initiative, programs also receive guidance from a business coach through the Child Care Collaborative of Iowa. Coaches help providers maximize CCMS features to:

- Increase efficiency
- Reduce administrative burdens
- Maximize revenue
- Strengthen regulatory compliance
- Meet criteria for achieving an IQ4K® level.



Scan the QR code to find your local CCNC or visit online at <https://hhs.iowa.gov/programs/programs-and-services/child-care/hcci>

### More information about business coaching and CCMS features in Playground and brightwheel

Visit the Child Care Collaborative of Iowa webpage, call (844) 786-1016 or email [fmc@midsioux.org](mailto:fmc@midsioux.org)



<https://midsioux.org/programs-services/children-and-families/ccci/>

Apply for business coaching and a free monthly subscription to brightwheel or Playground.



<https://iowa-admin.getbridgcare.com/pages/c6584656-5eef-48de-b2ef-2ffe1629256?lang=en>



Health and Human Services

#### CCNC Contact:

Jessica Redden, RN  
Scott County Health Department  
P. 563.326.8618 ext. 8821  
E. [jessica.redden@scottcountyiowa.gov](mailto:jessica.redden@scottcountyiowa.gov)