



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

10/01/2018

Machell Chapin
521 S 6th ST
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 09/28/2018. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. You are not a participant in the voluntary Quality Rating and Improvement System. The following areas were out of compliance at the time of the visit:

441 IAC 110.9 Files

441 IAC 110.9(1) A provider file is maintained and shall contain the following:

- 441 IAC 110.9(2) An individual file is maintained for each staff assistant and contains:
1. Documentation from the department confirming the record checks required under subrule 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care
 2. A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.
 3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.

- 441 IAC 110.9(4) Children's Files. An individual file for each child shall be maintained and updated annually or when the provider becomes aware of changes. The file shall contain:
- a. Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child, and the parent's work address and telephone number.
 - b. Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child's regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.
 - c. A signed medical consent from the parent authorizing emergency treatment.
 - d. An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician
 1. The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.
 2. The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.
 3. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report.
 4. The examination report or statement of health status shall be on file before the

child's first day of care

- e.** A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.
- f.** For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.
- g.** A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable.
- h.** For any child with allergies, a written emergency plan in the case of an allergic reaction. A copy of this information shall accompany the child if the child leaves the premises.
- i.** A list that is signed by the parent and names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.
- j.** Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:
 - 1.** Times of departure and arrival.
 - 2.** Destination.
 - 3.** Persons who will be responsible for the child
- k.** Injury report forms documenting injuries requiring first aid or medical care
- l.** If the child meets the definition of homelessness as defined by section 725(2) of the McKinney-Vento Homeless Education Assistance Act, the family shall receive a 60-day grace period to obtain medical documentation.

Findings:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 9/28/18 checking the following regulations:

441 IAC 110.8 Machell will have all items cleared off of her basement steps landing at the top of the stairway. Viewed basement step landing. Landing has been cleared off.

441 IAC 110.8(2) "a" Machell will place her chipper that is in the outdoor play area in the shed or remove it from the outdoor play area. Viewed outdoor play area. Chipper has been moved out of the play area.

441 IAC 110.8(4) "b" Machell will make the following addition to her Emergency Preparedness Plan: Viewed Emergency Preparedness Plan.

Add "will seek out DHS approval prior to re-opening her childcare operation." to her Continuity of Operations Section. "Will seek out DHS approval prior to re-opening her childcare operation" has been added.

441 IAC 110.9(1)"b"(2) Machell will obtain a current Background Check Approval Letter for herself and her husband. Viewed current Background Check Approval Letter for Machell and her husband

441 IAC 110.9(2) Machell will contact the Central Childcare Registration Unit and de-activate Jayden as an assistant for her childcare operation.

Machell will show documentation of a current physical for Xianne on the Child Care Provider Physical Examination report form.

Machell will show documentation of current course completion for Mandatory Reporter of Child Abuse for Xianne. Viewed documentation of current course completion for Mandatory Reporter of Child Abuse for Xianne.

441 IAC 110.9(4) Children's Files. An individual file for each child shall be maintained and updated annually or when the provider becomes aware of changes. The file shall contain:

Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child, and the parent's work address and telephone number. Need for E.G. Viewed for E.G.

Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child's regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency. Need for E.G. Viewed for E.G.

A signed medical consent from the parent authorizing emergency treatment. Need for E.G. Viewed for E.G.

For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report. Need school-aged health status form for E.G.

A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement. Need updated physical for N.M., V.M., S.G.

For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since. Need enrollment physical for E.G. Viewed enrollment physical for E.G.

A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable. Need for E.G. Need update for V.M., S.G. Viewed for E.G.

A list that is signed by the parent and names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child. Need for E.G. Viewed for E.G.

Written permission from the parent for the child to attend activities away from the child development home. Need for A.M., E.G. Viewed for A.M., E.G.

Items of non-compliance after the follow up visit:

441 IAC 110.9(2) Machell will contact the Central Childcare Registration Unit and de-activate Jayden as an assistant for her childcare operation.

Machell will show documentation of a current physical for Xianne on the Child Care Provider Physical Examination report form.

441 IAC 110.9(4) Children's Files

For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report. Need school-aged health status form for E.G.

A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement. Need updated physical for N.M., V.M., S.G.

A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable. Need update for V.M., S.G.

Suggestions for Improvement:

Recommendation:

Machell needs to send non-compliance paperwork to Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) by 10/12/18.

[] Is the recommendation to terminate a provider agreement or revoke a registration?

Non-compliance with any of the mandated requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations.

Based on the items out of compliance listed above, you will not be required to have a recheck or follow up visit to your home.

Please do not hesitate to contact me at DHS at 319-208-5521 or creckli@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Chad Reckling

Social Worker II

Machelle Pezley

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html

You may also access training at: <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).