03/10/2020

Leah Andersen
2305 Benson Shady Grove AVE
Jesup, IA 50648

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 03/10/2020. 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 110.8(1) **Facility Requirements**

441 IAC 110.8(1)“h” The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer’s recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes

441 IAC 110.8(4) **Emergency Plans**

441 IAC 110.8(4) “a” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year.

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. For children under the age of 6,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 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. Documentation 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.**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:

On 3/10/2020, when an unannounced spot check was completed, DHS worker Toni Brown observed the following:
1) The provider had not consistently documented monthly testing of the smoke alarms in the home.
2) The provider had not consistently documented monthly practicing of fire and tornado drills.
3) The certification for mandatory child abuse reporter training for assistant Debra Frey was missing.
4) Three children's files are in need of updated physicals. One child's file is in need of an immunization record. (All children's files were identified during spot check so provider is aware of specific child's files needs)

Suggestions/Recommendations:

**** These are general reminders. This does not reflect on the spot check that was completed.
• If you have a child that has allergies (other than seasonal), a written emergency plan must be completed. This plan is to accompany the child if away from the facility.
• Serious injuries and deaths must be reported within 24 hours.
• For each child under the age of 12 months that is present, you must have a crib or crib like furniture for safe sleep practices.
• No child should be allowed to start attending your child care program until all paperwork has been completed by his or her parent and turned in to you.
• Each child in your care needs to have an updated medical statement or physical annually.
• The vet needs to inspect your pets annually and complete form 470-5153 showing your pet is free of endo and ecto parasites.
• Your private water supply needs to be tested annually.
• No one can be an assistant and/or substitute until you have received the letter from Child Care Registration indicating that person is approved.
• Please note that if you are found to be noncompliant for the same requirement for two consecutive years, a safety plan or revocation could occur.

Please make every attempt to become compliant within 15 days of receipt of this letter. Please email pictorial documentation of compliance to me at tbrown@dhs.state.ia.us or text me at (319) 429-1736. If you are in need of more time to become compliant, please contact me at (319) 292-2419 or (319) 429-1736

Corrective Action Required:

1) Test smoke alarms every month and immediately document this activity upon completion.
2) Practice fire and tornado drills monthly and immediately document this activity upon completion.
3) Assistant Debra Frey needs to complete the mandatory child abuse training. The website to access this training is https://training.hs.iastate.edu/.
4) Obtain missing documents for files identified at the time of the spot check.

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.

Please do not hesitate to contact me at DHS at (319) 292-2419 if you have any questions regarding this letter.

Sincerely,

Toni Brown

Social Worker II

Tracy Wynn

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 877-216-8481

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).