05/04/2018

Angelica Chavez
1410 King AVE
Muscatine, IA 52761

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 05/04/2018. 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(1)"b" (1) I-PoWeR records or certificates verifying required training completion:

Prior to registration:

- minimum health and safety training, approved by the Department, in required content areas
- Iowa's Mandatory Child Abuse Reporter Training

Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

During each two year registration period, the provider shall receive a minimum of 24 hours of training from approved content areas. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training

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:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 5/4/18 checking the following regulations:

441 IAC 110.8(1)"b" Angelica will place safety caps in 4 electrical outlets in her living room. Viewed living room. 4 electrical outlets have been capped.
441 IAC 110.8(1)"h" Angelica will insure that she checks her smoke detectors on a monthly basis and document when this is completed.
Viewed documentation for March and April 2018.
441 IAC 110.8(1)"r" Angelica needs to display her current certificate of registration. Viewed Angelica's current registration displayed on the wall.
441 IAC 110.8(2) "a" Angelica needs to cover her grill and store her lawn mower, tiller and shop vacuum from the outdoor play area. Viewed outdoor play area. Grill has been covered. The lawn mower, tiller and shop vacuum have been removed from the play area.
Angelica needs to remove recyclables, pipe, plywood, minor trash and empty her play sink of rain water. Recyclables, pipe, plywood, minor trash have been removed. Play sink has been dumped and is free of rain water.
441 IAC 110.8(3)"b" Angelica needs to place a first aid kit in her transport vehicle with the required items needed. Viewed first aid kit in the transport vehicle. First aid kit is complete.
441 IAC 110.8(4) "a" Angelica needs to practice monthly fire and tornado drills with her daycare children and document when this has
occurred. Viewed documentation for March and April 2018.
441 IAC 110.8(4) "b" Angelica needs to 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 110.8(1)“m Angelica needs to replace an expired Harmony and Graco belt positioning booster seat in her transport vehicle. Viewed transport vehicle. Expired booster seats have been removed.
441 IAC 110.9(1)“b” (1) Angelica needs to show documentation of current course completion for Mandatory Reporter Training for Child Abuse. Viewed current course completion for Mandatory Reporter Training for Child Abuse.
441 IAC 110.9(1)“b”(2) Angelica needs to show documentation of her Background Check Approval Letter. Viewed a current Background Check Approval Letter.
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 A.S., L.S., S.G., E.G. Viewed for A.S., L.S., S.G., 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 A.S., L.S., S.G., E.G. Viewed for A.S., L.S., S.G., E.G.
A signed medical consent from the parent authorizing emergency treatment. Need for A.S., L.S., S.G., E.G. Viewed for A.S., L.S., S.G., E.G.
An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician
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.
The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. Need physical for S.G., E.G. Viewed physical 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 A.S.,L.S. Viewed school-aged health status form for A.S., L.S.
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 A.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 A.S., L.S. Viewed enrollment physical for A.S.
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 A.S., L.S., S.G., E.G. Viewed for A.S., L.S., S.G., 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 A.S., L.S., S.G., E.G. Viewed for A.S., L.S., S.G., E.G.
Written permission from the parent for the child to attend activities away from the child development home. Need for A.S., L.S., S.G., E.G. Viewed for A.S., L.S., S.G., E.G.

Items of non-compliance after the follow up visit:

441 IAC 110.9(4) Children’s Files
An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician
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.
The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. Need physical for S.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 A.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 L.S.

Suggestions/Recommendations:

Corrective Action Required:

Angelica needs to send non-compliance paperwork to Lisa Hilsenbeck, Child Care Compliance Auditor, (lhilsen@dhs.state.ia.us) by 6/18/18.

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 319-208-5521 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).