



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

09/17/2018

Cheryl Mathis  
515 Cedar ST  
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home A conducted on 09/14/2018. 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)“ a” A physician’s examination report for the provider and all members of the provider’s household aged 18 years or older. Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. All children residing in the household must have medical documentation outlined in 110.9(4) “d”, 110.9(4) “f”, and 110.9(4) “g”

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 9/14/18 checking the following regulations:

441 IAC 110.8(1)"a" Cheryl needs to post her emergency contact sheet for police, fire, ambulance, poison control and emergency contact

numbers for her daycare children. Viewed emergency numbers form posted on the wall. Emergency contact numbers form for daycare children was accessible by a phone.

441 IAC 110.8(1)"h" & 441 IAC 110.8(4) "a" Cheryl needs to show documentation of her monthly smoke detector checks and fire and tornado drills. Viewed monthly documentation of smoke detector testing and fire and tornado drill practice.

441 IAC 110.8(1)"i" Cheryl needs to place an Iowa Smoke Free Air Act compliance no-smoking sign on her NW corner outside door and

NW corner porch door. Viewed a no smoking sign posted on the NW corner outside door and NW corner porch door.

441 IAC 110.8(4) Cheryl needs to post her emergency plans for fire and tornado at her two main exits from her house. Emergency plans were posted during the follow up visit by the two main exits.

441 IAC 110.8(4) "b" Cheryl needs to update her Emergency Preparedness document to reflect her new address and new locations for

emergency situations. Viewed Emergency Preparedness Plan. Plan has been updated to reflect new care address.

441 IAC 110.9(1)"a" Cheryl needs to show documentation of current physicals for Kamron, Karon and Anaia on the Child Care Provider

Physical Examination Report Form.

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.D.(5), E.D.(9 mos), K.D.(10), J.D., D.M. Cheryl reports E.D.(5), E.D.(9 mos), K.D.(10), J.D. no longer attend the child care.

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.D.(5), E.D.(9 mos), K.D.(10), J.D., D.M., D.R.(7), D.R.(6), D.R.(5). Cheryl reports E.D.(5), E.D.(9 mos), K.D.(10), J.D. no longer attend the child care.

A signed medical consent from the parent authorizing emergency treatment. Need for E.D.(5), E.D.(9 mos), K.D.(10), J.D., D.M. Need signature and date on form for K.L. Cheryl reports E.D.(5), E.D.(9 mos), K.D.(10), J.D., K.L. no longer attend the child care.

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 J.R.(2), J.R.(4), K.L., E.D.(9 mos), D.M.

Viewed a physical for J.R. (2), J.R.(4), D.M. Cheryl reports E.D.(9 mos), K.L. no longer attend the child care.

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.D.(5), K.D.(10), J.D. Cheryl reports E.D.(5), K.D.(10), J.D. no longer attend the child care.

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 K.D.(8), E.D.(5), K.D.(10), J.D. Cheryl reports E.D.(5), K.D.(8), K.D.(10), J.D. no longer attend the child care.

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 J.R.(2), J.R.(4), K.L., E.D.(5), E.D.(9 mos), K.D.(10), J.D.(7), D.M. Need on state of Iowa form for C.D. Viewed for J.R.(2), J.R.(4). Cheryl reports E.D.(5), E.D.(9 mos), K.D.(10), J.D no longer attend the child care. Viewed on state form for C.D.

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.D.(5), E.D.(9 mos), K.D.(10), J.D., D.M., D.R.(7), D.R.(6), D.R.(5). Cheryl reports E.D.(5), E.D.(9 mos), K.D.(10), J.D no longer attend the child care.

Written permission from the parent for the child to attend activities away from the child development home. Need for all children enrolled.

Items of non-compliance after the follow up visit:

441 IAC 110.9(1)"a" Cheryl needs to show documentation of current physicals for Kamron, Karon and Anaia on the Child Care Provider

Physical Examination Report Form.

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 D.M.

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 D.M., D.R.(7), D.R.(6), D.R.(5).

A signed medical consent from the parent authorizing emergency treatment. Need for D.M.

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 D.M.

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 D.M., D.R.(7), D.R.(6), D.R.(5).

Written permission from the parent for the child to attend activities away from the child development home. Need for D.M., D.R.(7), D.R.(6), D.R.(5).

Suggestions for Improvement:

Recommendation:

A second follow up visit has been scheduled for 9/28/18.

[ ] 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 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 crekli@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](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).