12/21/2023

Paskazia Ngena
5435 Decatur ST SW
Cedar Rapids, IA 52404

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 12/20/2023. 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)"a"	The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child's parent, for a responsible person who can be reached when the parent cannot, and for the child's physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information
441 IAC 110.8(1)"b"	Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous
441 IAC 110.8(1)"g"	The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.
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(1)"i"	Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home's hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children. All signs shall include: **1.** The telephone number for reporting complaints, and **2.** The Internet address of the department of public health (www.iowasmokefreeair.gov)

441 IAC 110.8(1)"r" The certificate of registration shall be displayed in a conspicuous place.

441 IAC 110.8(3) Medications and Hazardous Materials

441 IAC 110.8(3)"a" All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

441 IAC 110.8(3)"b" A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.

441 IAC 110.8(3)"c" Medications shall be given only with the parent's or doctor's written authorization. Each prescribed medication shall be accompanied by a physician's or pharmacist's direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child's name. All medications shall be stored properly and, when refrigeration is required, shall be stored in a separate, covered container so as to prevent contamination of food or other medications. All medications shall be stored so they are inaccessible to children. Any medication administered to a child shall be recorded, and the record shall indicate the name of the medication, the date and time of administration, and the amount given

441 IAC 110.8(3) "d" The provider shall establish procedures related to infectious disease control and handling of any bodily excrement or discharge, or blood. Soiled diapers shall be stored in containers separate from other waste.

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 110.8(4) "b" The provider must have procedures in place for the following:

1. evacuation to safely leave the facility
2. relocation to a common, safe location after the evacuation
3. shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue
4. lock down protocol to protect children and providers from an external situation
5. communication plan and plans for reunification with families
6. continuity of operations plans
7. Procedures to address the needs of individual children, including those with functional or access needs

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

Findings:

It should be noted that this is Paskazia's first full compliance check since getting registered effective 2/4/22. She did work with the Catherine McCauley Center through a grant funded program where they assisted her in the registration process. She does not speak English and her cousin was present at this visit to provide interpreting services (Swahili). It should also be noted that in this workers many attempts to reach her in regards to her annual inspection, I was informed that she had moved in July 2023 to a different address and had not informed the Registration unit so this address has not been approved. I did encourage her to do a new application ASAP regarding that change. This annual check was completed at the new address although that address has not yet been officially approved. Tamara from the Catherine McCauley Center has agreed to assist her with that change application. She also does not currently have any children enrolled.

An annual compliance check was completed on 12/20/23 and the following was out of compliance:
441 IAC 110.8(1)"a" The number for each child's parent, for a responsible person who can be reached when the parent cannot, and for the child's physician shall be written on paper and readily accessible by the telephone.
Although Paskazia does not have any current children enrolled, when I asked if she had this previously when she did have kids enrolled she noted she had information in her files. I did explain that it needs to be in one place and I did give her form to use for future documentation.

441 IAC 110.8(1)"b" Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous
Paskazia had some outlets that were not capped.

441 IAC 110.8(1)"g" The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.
She did have a fire extinguisher but it was high up in a cupboard and she had to have her son use a stool and reach in the far back to obtain it. We did discuss that it needs to be easily accessible.

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
With the move to her new trailer in July, the home did not have the approved smoke detectors in each child occupied room. She needs to obtain and install three additional smoke detectors. She needs to send pictorial verification of this. She also did not have any prior documentation of monthly testing of smoke detectors.

441 IAC 110.8(1)"i" Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported.
Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home's hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.
She did not have no-smoking signs at her primary or secondary exit.

441 IAC 110.8(1)"r" The certificate of registration shall be displayed in a conspicuous place.
She did not have this displayed.

441 IAC 110.8(3)"a" All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child.
She had chemicals in the cabinet under the bathroom sink and the cabinet was not secured.

441 IAC 110.8(3)“b” A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.

She did have a First Aid kit but it was missing a water bottle and disposable tweezers

441 IAC 110.8(3)“c” Medications shall be given only with the parent’s or doctor’s written authorization. Each prescribed medication shall be accompanied by a physician’s or pharmacist’s direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child’s name. All medications shall be stored properly and, when refrigeration is required, shall be stored in a separate, covered container so as to prevent contamination of food or other medications. All medications shall be stored so they are inaccessible to children. Any medication administered to a child shall be recorded, and the record shall indicate the name of the medication, the date and time of administration, and the amount given

Paskazia shared she has given medications to children at times but has not documented that as is required.

441 IAC 110.8(3) “d”
The provider shall establish procedures related to infectious disease control and handling of any bodily excrement or discharge, or blood. Soiled diapers shall be stored in containers separate from other waste.

In discussing this area she noted that she had not previously kept a separate container for these items and we discussed the need to do so.

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.

She did not have any prior documentation of practice of monthly fire and tornado drills.

441 IAC 110.8(4) “b” The provider must have procedures in place for the following:
evacuation to safely leave the facility
relocation to a common, safe location after the evacuation
shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue
lock down protocol to protect children and providers from an external situation
communication plan and plans for reunification with families
continuity of operations plans
Procedures to address the needs of individual children, including those with functional or access needs.

Paskazia needs to update this plan since she moved.

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.

The First Aid and CPR certificate she had was expired. She thought she had taken an updated course in July of this year but could not locate the certificate.
We also discussed that she is required to have 24 hours of training in the two year registration period and for her this will expire in February of 2024. She does need assistance in getting set up accordingly with necessary training.

Paskazia does not currently have any children enrolled so children's files were not reviewed. This worker did however look at her prior files to ensure she is utilizing all the required forms she needs for each child's file.

Although Paskazia does not have child care children in her care at this time, this worker did observe her utilizing unsafe sleep practices with her own child that is just one year of age. She had her baby secured to her back with a Chitenge with the baby facing her back. WE did discuss safe sleep policies. I did acknowledge that this is a common practice for her culture and even if one of the parents requests it, this is not considered to be safe sleep practices and as a registered provider she should not use that for child care children. I did provide her a hand out regarding safe sleep practices and this was in her language (Swahili)

Suggestions/Recommendations:

When Paskazia resumes care, she needs to make sure she has the number for each child's parent, for a responsible person who can be reached when the parent cannot, and for the child's physician shall be written on paper and readily accessible by the telephone.

Paskazie needs to ensure that all accessible outlets are capped.

Paskazie needs to ensure that her fire extinguisher is readily accessible.

Paskazia needs to install 3 additional smoke detectors and send pictorial verification. She also needs to make sure she is testing her smoke detectors monthly and documenting this accordingly. She did have the appropriate form she just had not used it.

Paskazia needs to post no-smoking signs at her primary or secondary exit. Please send pictorial verification of this.

Paskazia needs to ensure her certificate of registration is displayed in a conspicuous place.

Paskazie needs to either move the chemicals under the bathroom sink or secure that cabinet. She needs to send pictorial verification.

Paskazia needs to ensure she has all required items in her First Aid kit.

Paskazia needs to ensure that she documents all medication as is required if she gives medications to children

Paskazia shall establish procedures related to infectious disease control and handling of any bodily excrement or discharge, or blood. Soiled diapers shall be stored in containers separate from other waste.

Paskazia needs to ensure that fire and tornado drills are practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year.

With her move, Paskazia needs to update/modify her emergency preparedness plan and send pictorial verification.

Paskazia needs to send pictorial verification of her current First aid and CPR training. This worker did contact CCR&R and the Catherine McCauley Center in regards to assisting her with training needs but also with compliance in all areas.

Paskazia needs to ensure she is following all safe sleep practices for the children enrolled in child care. A safe sleep training might be appropriate for her to take since she needs training anyway in order to be renewed in February.

Corrective Action Required:

A re-check is not needed at this time. Corrections need to be made by 1/19/24 and will be reviewed at the next annual compliance check. You will need to send pictorial verification of the items specifically noted above.

This worker did make a referral to CCR&R and to Tamara at the Catherine McCauley Center to assist Paskazia in getting in compliance with all regulations. If they are able to assist her and send pictorial verification of the needed items, a follow up check will not be needed.

I encourage you to work with Asley Cram from Child Care Resource and Referral with any ongoing compliance or training needs. Ashley can be reached at (563) 362-8224.

Tamara at the Catherine McCauley Center can be reached at 319-363-4993.

This worker also noted that I had reached out to her numerous times to try to complete this annual check but often could not connect. She noted she had been having trouble with her phone but stated it is working now. I shared that if Ashley Cram or Tamara reach out to meet with her to assist her, she needs to be responsive to their calls. Paskazia did note if we cannot reach her, we could call her cousin Masoka at 319-551-6594.

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 319-429-0749 or cweber@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Christine Weber

Social Worker II

Sheila Aunspach

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).