



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

01/11/2017

Ebiweni Ojeke
8517 Airline AVE
Urbandale, IA 50322

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 12/22/2016. 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)“ c” Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers

441 IAC 110.8(1)“ d” Approved safety gates at stairways and doors shall be provided and used as needed.

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)“ 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(4) Emergency Plans

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)“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(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:

Per the compliance check on December 22, 2016, the following are the needed corrections based on the above mentioned rules:

1. Please add your emergency numbers to your vehicle used to transport and also post them in your home. I provided a packet of forms at the time of our visit to assist you with areas of non compliance. Please see the form on page 28 of the packet to assist you with this requirement. I do suggest making copies of the blank document so if any changes occur with your children you can update the form.

2. You will need to move the tubs in your basement away from your furnace/water heater area, they are too close and could be a fire hazard.

3. Please obtain a safety door knob to put over the door knob to your basement entrance. This will provide additional protection for children so they don't fall down the stairs or have unsupervised access to the basement.

4. Please update the locks to your kitchen and bathroom cabinets where cleaning supplies and other dangerous items like knives may be accessible. You may also move the items to a high location out of the reach of children. You will need to move the items until safety locks can be installed if its going to take more than a couple days to make these updates.

5. You reported that you have been giving one of the children over the counter medication. We discussed the new requirement of the Health & Safety Essentials Course and that this course must be taken before med distribution is permitted, unless its an extreme emergency (i.e. epi pen or inhaler). Please be sure to have a medication consent done to protect your liability. The parent must sign permission in writing and you must document type of medicine, dosage, and time given. There is a consent form in the packet provided at the time of our visit.

6. In addition to the emergency plans you have for fire/tornado/flood, you must have written emergency preparedness plans to address evacuation and lock down procedures. We discussed these requirements in detail and they are also listed in the rules above. I provided you with a template on pages 17-24 of the packet that you can use to complete this requirement. Child Care Resource and Referral is very helpful in putting these plans together so if you have additional questions, I do suggest contacting ERIN CASEY at 515-246-3577.

7. You and all household members over the age of 12 will need to have a current physical documented on the required form listed on pages 30-31. This form must be updated every 3 years and kept on file. All other household members under age 12 also need a physical, but it can be any document provided by your doctor.

8. All assistants must have a documented physical using the form on pages 30-31. Your assistant is also a household member and requires this document regardless. Please keep this document current and on file so it is easily accessible at all times. You can have a folder for your family/household members where physicals, immunizations records, etc. are kept.

9. In regards to your daycare children's files, the following children need documentation of a current physical: KJ, JJ, KB, JK, JM. You can use the documents on pages 1-7 or you can accept any signed document the parent provides from the child's physician that is current.

School age children also need a physical annually, but this only needs to be provided when the school is also requesting this document. Annual updates that are also accepted are called Health Statements, and can be filled out by the parent.

Please refer to the documents, pages 1-7. Child KJ needs an immunization record on file.

Suggestions for Improvement:

REMINDER: There is a newly required course, HEALTH AND SAFETY ESSENTIALS, which you must take by September 2017. You can take it online or in person. It is worth 12 hours and can count towards the required 24 hours of additional training needed in your registration cycle. If you already have enough training for this cycle, you can use it towards your next renewal period beginning December 2017-2019.

If you need assistance locating this newly required course or with any other compliance needs, please contact your Child Care Resource and Referral Consultant, Erin Casey, at 515-246-3577.

Recommendation:

These corrections must be made by February 28, 2017. A re-check is planned and may occur on or after February 28, 2017.

[] 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 515-993-1742/mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Social Worker II

Jone Staley

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).