IOWA HHS
Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

01/08/2025

Cheyanne Middleton
903 Cachelin DR
Carter Lake, IA 51510

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 01/08/2025. 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 110.8(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

1305 E. Walnut Street, Des Moines, IA 50319-0114

Findings:

441 IAC 110.8(1)“h” . The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
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.

**The provider did not have documentation of any drills or smoke detector checks after January 2024.

441 IAC 110.8(4) “b” Emergency Preparedness plan
**The provider is in need to update the EP plan. A word template was emailed to the provider on 1/8/25.

Suggestions/Recommendations:

If you have any questions regarding this letter, please contact compliance staff.

Your CCR&R representative is Deb Martens. She can be contacted by phone at (712) 755-7381 or email dmartens@westcca.org

Your childcare nurse consultant is Jennie Minchew Phone number (712) 242-1155 Ext 1136 or (712) 828-0176 cell Jennifer.Minchew@pottcounty-ia.gov

Corrective Action Required:

In regards to the missing documentation for smoke detector checks and drills, please start with January 2025 and document your monthly efforts. This will be reviewed at your next compliance visit.

In regards to the Emergency Preparedness plan, a blank plan was emailed to you. Please fill this out and submit a copy to compliance staff by February 28, 2025.
You can email this information to stacy.burris@hhs.iowa.gov

Addendums:

- Addendum1: The provider turned in the requested Emergency Preparedness Plan to compliance staff on 6/4/25.

This Addendum is approved by supervisor on 6/11/2025 4:00:13 PM

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 712-435-0576 or stacy.burris@hhs.iowa.gov if you have any questions regarding this letter.

Sincerely,

Stacy Burris

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).