



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

09/12/2018

Tracy Lillie
910 Westland DR
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 09/12/2018. 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 9/12/18 checking the following regulations:

441 IAC 110.8(1)"a" Tracy needs to update her emergency contact sheet for her home and transport vehicle. Viewed updated emergency contact sheet for the home and transport vehicle.

441 IAC 110.8(1)"b" Tracy needs to place safety caps in 2 electrical outlets in her bathroom and one outlet in her living room. Viewed capped electrical outlets in the bathroom and living room.

441 IAC 110.8(1)"h" & 441 IAC 110.8(4) "a" Tracy needs to update her documentation for her monthly fire and tornado drills and monthly smoke detector checks. Viewed monthly documentation of smoke detector testing and fire and tornado drill practice. Documentation is current.

441 IAC 110.8(1)"m" Tracy needs to show documentation of current car insurance for her transport vehicle. Viewed current transport vehicle insurance.

441 IAC 110.8(2) "c" Tracy needs to show documentation of swimming permission forms signed by parent/guardian for each daycare child enrolled. Viewed documentation of swimming permission forms signed by parent/guardian for each daycare child enrolled.

441 IAC 110.8(3)"a" Tracy needs to place items labeled "Keep Out of Reach of Children" in her medicine cabinet in her bathroom in a child

locked area. Tracy needs to place tanning oil on her dining room table in a child inaccessible area. Viewed bathroom. Unsafe items have been put in a child inaccessible area. Tanning oil on the dining room has been removed.

441 IAC 110.8(3)"c" Tracy needs to show documentation of parental medication consent for L.T. Viewed medication parental consent for L.T.

441 IAC 110.8(4) "b" Tracy needs to make one addition to her Emergency Preparedness Document: 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 110.9(1)"a" Tracy needs to show documentation of a current physical for Bryan and herself on the Childcare 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 update for A.W.

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 update for A.W.

A signed medical consent from the parent authorizing emergency treatment. Need update for A.W.

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 L.T., B.B.(5). Viewed physical for L.T. Tracy reports B.B.(5) no longer attends 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 B.B.(8) Tracy reports B.B.(8) no longer attends

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 B.B.(5), B.B.(8), A.W. Tracy reports B.B. (5), B.B.(8) no longer attend care.

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 update for A.W. Viewed update for A.W.

Written permission from the parent for the child to attend activities away from the child development home. Need update for A.W. Viewed update for A.W.

Items of non-compliance after the follow up visit:

441 IAC 110.9(1)"a" Tracy needs to show documentation of a current physical for Bryan and herself on the Childcare 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 update for A.W.

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 update for A.W.

A signed medical consent from the parent authorizing emergency treatment. Need update for A.W.

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.W.

Suggestions for Improvement:

Recommendation:

Tracy will send non-compliance paperwork to Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) by 9/26/18.

[] 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 not 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

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).