IOWA HHS
Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

09/03/2024

Kelsey Williams
110 Vine ST
Council Bluffs, IA 51503

Dear Child Care Provider:

This letter is in regards to the pre-inspection visit at your Registered Child Development Home C conducted on 09/03/2024. 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(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

Findings:

441 IAC 110.8(4) "b" Emergency Preparedness plan

**The provider did not update the emergency preparedness plan for this address. She also was not able to find her original EP plan when she was originally at this address.

Suggestions/Recommendations:

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

Your CCR&R representative is Brenda Bera. Her number is 712-579-7243.

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

Corrective Action Required:

When you have completed the emergency preparedness plan for this address, please email it to compliance staff at stacy.burris@hhs.iowa.gov

Once the plan is reviewed, your Pre inspection will be complete and you will be approved by compliance staff.

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).