IOWA
HHS
Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

11/03/2023

Jennifer Harmison
814 W Clinton AVE
Indianola, IA 50125

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 11/01/2023. 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:

FINDINGS:	**Identify FINDINGS in each area of non-compliance.**
441 IAC 110.6	Limit. Except as provided in subrule 110.6(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.
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 110.9	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(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

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.

441 IAC 110.14 SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

441 IAC 110.14(1) “a” No more than eight children not attending kindergarten or a higher grade level shall be present at any one time

Findings:

441 IAC 110.6 Limit. Except as provided in subrule 110.6(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.
441 IAC 110.14 SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"
441 IAC 110.14(1) “a” No more than eight children not attending kindergarten or a higher grade level shall be present at any one time

**Upon counting the children in the home during the inspection, there were 9 children. The provider was asked about the ages of the children in her care and compliance staff realized that all 9 children were preschool aged children. The provider reported that one of the children would no longer be attending her childcare after the next day. Discussion occurred with the provider regarding the number of preschool aged children that she is allowed to care for at any time. The provider reported understanding this information.

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 current documentation for 2023.

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.

**The provider's spouse is in need of an updated physical for the household and as a substitute.

441 IAC 110.9(1)“b” (1) I-PoWeR records or certificates verifying required training completion:
Iowa’s Mandatory Child Abuse Reporter Training

**Last documentations shows that the Sub's MCART expired March 2022. I Power does not show updated certificate and the provider did not have a copy of the certificate for verification.

441 IAC 110.9(4) Children’s Files.
For children under the age of 6, a statement of health condition signed by a physician or designee submitted annually

Suggestions/Recommendations:

Provider will need to maintain the number of 8 children in your care at any one time. You can have 8 preschool aged children in your care at any time. You had 9 preschool aged children which placed you over numbers for that age range of children. As your category home allows, you can have up to 4 additional children in your care if they are school age and if you have assistance if the children are in your care for more than 2 hours.

Monthly documentation of smoke detectors and drills needs documented, please start with November 2023 and document your efforts every month for compliance. This will be checked at your next compliance visit.

Compliance staff encourages the provider to look through all files and ensure that necessary information is in each file for compliance visits. It is recommended that the provider will look at physicals for the family and care children to ensure that the provider has documented information for the identified person that is current. These files will be checked at your next compliance visit.

Corrective Action Required:

There is not a need for a recheck at this time.

If you have any questions, please contact compliance staff or your CCR&R representative, Kelly Phelps at 515-802-7292

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 sburris@dhs.state.ia.us 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).