

07/18/2024

Christina Miller
709 7th ST
Anita, IA 50020

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 07/25/2024. 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:

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 110.7 **Provider Requirements**

441 IAC 110.7(1) The provider shall meets the following requirements:
 a. Gives careful supervision at all times.
 b. Exchange information with the parent of each child frequently to enhance the quality of care.
 c. Give consistent, dependable care and be capable of handling emergencies
 d. Be present at all times except when emergencies occur or an absence is planned, at which time care shall be provided by a department-approved substitute. When an absence is planned, the provider shall give parents at least 24 hours' prior notice.
 e. Shall be free of the use of illegal drugs and shall not be under the influence of alcohol or any of the prescription or non-prescription drug that could impair their ability to give careful supervision.

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 110.9 Files

441 IAC 110.9(1) **A provider file is maintained and shall contain the following:**

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.

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

441 IAC 110.14(1)“ c” In addition to the eight children not in school, no more than four children who attend school may be present

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(1)“c” In addition to the eight children not in school, no more than four children who attend school may be present

******The provider had 15 children in the home at the time of inspection. Discussion held regarding the ages of the children and the limitations of the Category B registered home. The provider reported that three children were a drop-in for care on this date.

The provider was over numbers at the time of the 2023 compliance check. On that date, compliance staff witnessed a teenage child walk four children out of the back door of the childcare home. The provider had reported that her granddaughter had stopped by for a few minutes to visit with children the granddaughter was visiting.

The provider is reminded that going over 12 children is non compliant with the category B home rules for allowed number of children.

441 IAC 110.7(1)

a. Gives careful supervision at all times.

c. Give consistent, dependable care and be capable of handling emergencies

******Upon arrival to the home, the provider was alone with 11 children. Discussion occurred regarding the number of children and asked about her assistant. The provider reported that the assistant should be at the home soon. When the assistant arrived, there were 4 other children with the assistant. Compliance staff had to clarify with the provider if the children who were with her assistant were to be in her care. It was determined that the provider is the identified caregiver and not the assistant. Compliance staff gained all of the ages of the children in care at that time.

Discussion with the provider regarding the role of her assistant and that the provider is the supervisor of the assistant and the children in her care. The provider was able to locate the approval letter for the assistant read the description of the assistant role and limitations of the assistant.

441 IAC 110.8(1)“a” 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

******The provider does not have a listing of the emergency numbers posted in her home, she reported they are all in her phone.

441 IAC 110.9(2) An individual file is maintained for each staff assistant
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.

******The provider reported that the assistant has taken this training. When asked, the assistant could not remember the date she took it. The provider will need to get a copy for the file.

441 IAC 110.9(4) Children’s Files.

A signed medical consent from the parent authorizing emergency treatment.

******Compliance staff observed three files of children in care. None of the files has an emergency consent to treat form.



Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

The provider reported that she was not aware of this form. Compliance staff looked at previous compliance reports and did not see notation that this provider did not have this information at a previous visit.

Suggestions/Recommendations:

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

Your CCR&R representative is Amy Brandsen. Her contact number is 712-579-4304.

Corrective Action Required:

In regards to the numbers of children in your childcare home on the date of the compliance visit, you need to adhere to the rules of a category B home and not have more than 12 children in your care at any one time. The category B allowable numbers do not change when school is out of session. As a provider it is your responsibility to keep track of children enrolled in your childcare whether they are private pay or state pay. When a provider goes over the allowed number of children, this heightens the risk for harm to occur to children in the childcare home. If your home continues to be non-compliant at the time of annual inspections, compliance staff will need to revoke your registration.

We discussed the role of the assistant. When a provider has an assistant, the provider remains the main caretaker of the children but receives assistance from the other person in the home. We discussed that parents create a contract with you, not your assistant and this makes you fully responsible for all children in your childcare. There is no difference if the child is in your care by private pay or a state agreement. Your supervision of the assistant ensures that all childcare children are safe while they are in your care.

In regards to the listing of children and emergency contact numbers, you will need to fill out or type up and hang emergency information for each child in your childcare. This needs to be visible so that anyone needing to reach out for emergency help has this information readily available. This will be observed at your next compliance visit.

In regards of the mandatory reporter training certificate for your assistant, please work with your assistant to go to the training website and print off a copy of the completion of the MCART training. Please have this in the file to be observed at your next compliance visit.

In regards to the children's files, compliance staff did not see emergency consent to treat forms for children in your care. This form will be sent to you so you can make copies and have parents sign for their child(ren). This will be observed at your next compliance visit.

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,



Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

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).